



Office of the Registrar TRANSCRIPT REQUEST

Requests may take up to 2 weeks to process. Transcripts will NOT be released if financial obligations have not been satisfied.

PLEASE PRINT

To Be Completed by Student

- * A processing fee of \$5.00 is required for each official transcript.
- * A fee of \$20 will be charged for rush transcripts. (Rush transcripts are defined as those that are requested to be sent within one business day.)
- * Upon graduation, the fee is waived for the first official transcript request.

Student's Name:

Last

First

Student ID #

Maiden Name (If Applicable)

Degree Program:

Years Attended:

_____ to _____

SEND TRANSCRIPT TO:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Student's Signature

Date

For Registrar's Use Only

Fee Paid?

Approved with Bursar?

REGISTRAR'S
STAMP