



**TRANSCRIPT REQUEST FORM**

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Student ID or SS# \_\_\_\_\_ All Previous Names \_\_\_\_\_

Student's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Student Signature (REQUIRED):**

**Division(s) Attended (Check all that apply):**

\_\_\_\_ Graduate Dates of Attendance \_\_\_\_\_ Major/Degree \_\_\_\_\_

\_\_\_\_ Undergraduate Dates of Attendance \_\_\_\_\_ Major/Degree \_\_\_\_\_

\_\_\_\_ Edgecliff / OLC Dates of Attendance \_\_\_\_\_ Major/Degree \_\_\_\_\_

\_\_\_\_ Other \_\_\_\_\_

**TRANSCRIPT INFORMATION:**

Number of Copies: \_\_\_\_ (Submit separate sheet to list multiple "mail to" addresses)

Mail To (Complete Name/School/Company and Address): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Or Check Box For Pick-Up By Student (**Photo ID must be presented at time of pick up**): \_\_\_\_\_

**Transcript Fee = \$5 per transcript**

**Optional Processing Instructions (Check box):**

\_\_\_\_ Normal Processing

\_\_\_\_ Hold For Posting of Final Grades: Semester (Fall, Spring or Summer) \_\_\_\_\_

\_\_\_\_ Hold Until Degree Is Conferred: Degree \_\_\_\_\_ Year/Term \_\_\_\_\_

**Optional Services (Check any that apply):**

**Payment (required at time of order):**

\_\_\_\_ Rush Processing (Additional \$5 per recipient)

\_\_\_\_ Check Enclosed # \_\_\_\_\_

\_\_\_\_ FedEx Express Shipping (Additional \$15 per recipient)

\_\_\_\_ Money Order

\_\_\_\_ Include Attached Form

Office Use Only: Initials \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Initials & Date Processed: \_\_\_\_\_