



TRANSCRIPT REQUEST FORM

Date: _____

Last Name: _____ First Name: _____ Middle: _____

Student ID or SS# _____ All Previous Names _____

Student's Address: _____ Phone: _____

Student Signature (REQUIRED):

[Signature box]

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 (3-5 Business Days) Hold For Posting of Final Grades: Semester (Fall, Spring or Summer)
Include Attached Form Hold Until Degree Is Conferred: Degree Year/Term

Rush Processing Options (Processed in 1 Business Day)

Payment (required at time of order):

Rush Processing (Add'l \$5 per recipient) Check Enclosed #
Rush Processing w/ FedEx (Add'l \$20 per recipient, No PO Boxes, US Addresses Only) Money Order

Processing time does not include delivery time. For Normal Processing and Rush Processing, please allow an additional 3-10 business days for delivery by USPS. If choosing Rush Processing with FedEx shipping, please allow an additional 1-2 business days for delivery by Federal Express.

Office Use Only: Initials Date: Amount: