



TRANSCRIPT REQUEST

- All financial obligations to SSA must be met before a transcript can be released.
Complete all sections. Return by mail, fax, or in person.
Transcripts are processed and mailed within 3-5 business days after the written request has been received.
Please print all information clearly and completely.

Form with fields: Current Full Name, Former Name (if applicable), Social Security Number, Years of Attendance, Home Address

Please send transcript:

- ASAP, Hold for semester grades, Hold for degree posting

Transcript Processing Instructions:

I will pick up transcripts on: / AM - PM # of copies:

Mail my transcripts to: please list a complete address where your transcripts are to be mailed. The Office of the Registrar is not responsible for incorrect or incomplete addresses which may result in your transcript being lost or undeliverable.

Large empty rectangular box for address information

Student's Signature Date

For Official Use Only box containing Date Received, Date Mailed, and Initials fields