



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.**

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.

Student's Signature Date

For Official Use Only
Date Received: _____
Date Mailed: _____
Initials: _____