

Official transcripts cost \$5.00 each. You may mail or fax this request to our address or fax number above. Allow three to five business days for processing. However, allow a longer processing time during peak periods. **IMPORTANT: Transcripts will only be released if there are no holds on your student record.**

Social Security Number

Last Name First Name MI Former/Maiden Name

Street Address

City State Zip Phone Number

Type of Transcript Requested

Official Unofficial/Faxed Copies - No Charge

Fax unofficial copy to: _____

Number of Official Transcript Copies:

I will hand carry

_____ X \$5.00 each = _____

MAIL to the address below

(complete a separate form for each address)

Check any that apply:

Please Send My Transcript Now

Hold for Grades

Hold for Degree Conferral

PAYMENT INFORMATION

Cash

Check or Money Order

Credit Card (Discover, Master Card, or Visa)

Credit Card #: _____

Exp. Date: _____ / _____

Security Code: _____ (last 3 #'s on back of card)

Name of Cardholder: _____

Billing Address of Cardholder:

Street Address

City, State Zip

STUDENT'S SIGNATURE: _____

Your signature is required to release transcripts

Student Records Office Use Only:

Amount Paid: _____

Date Mailed: _____

Cash

Check

Credit Card

No Charge