

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