

Transcript Request Form

Student's Last Name

First Name

E-mail address

Today's Date

Instructions:

1. Include the complete mailing address of each college or university. NOTE: Official transcripts have the school seal imprinted and must be mailed or hand delivered to the college or university unopened. If this transcript is to be mailed with other forms or papers required by the college, please bring all the necessary paperwork in a stamped and addressed envelope ready for mailing. We will add the transcript and mail.
2. If any additional information is required (for example, a Letter of Recommendation), please be sure to list this at the bottom of this form. Letters of recommendation will be added in the office and sent with the transcript.
3. Allow 5 school days for processing this request.

Student ID #	College	Attention	Address	City/State/Zip

Additional Information Required:_____

FOR OFFICE USE ONLY

Date Received:_____ Date Mailed:_____