

Transcript Request

Processing Time

Note: Transcripts will usually be processed within one week of receipt. However, please allow up to two weeks for processing during peak periods.

Student Name

Student ID#

Phone number

Email address

When do you need your transcript? (Check one)

- _____ Now
- _____ After my current semester's grades are posted
- _____ After my degree is posted

How do you want your transcript delivered? (Check one):

- _____ Please mail transcript to:

- _____ I will pick up transcript.

Why do you need the transcript(s)? (Check all that apply.)

- _____ Employment
- _____ Graduate School
- _____ Scholarship
- _____ Licensure
- _____ Student Copy
- _____ Transfer
- _____ Other

Signature of Student

Date

_____	_____	_____
Received	Completed	Initials