

Official Transcript Request

To order your transcript:

1. To be mailed
 - a. Fill out this form completely; payment must be included with your order
 - b. Submit in person to the Enrollment Center (with picture ID) or mail to Enrollment Services
 - c. Processing your request may take 4-7 business days
2. For pick up
 - a. Fill out this form completely; payment must be included with your order
 - b. To authorize someone to pick up your transcript; print their name in the area provided below
 - c. Requests received before 2 p.m. will be ready for pick up at 3 p.m. the same day
 - d. Picture identification is required when ordering and picking up
 - e. Transcripts not picked up within 10 working days will be mailed to your address

Student ID (K#)/SSN: Date of Birth: _____

Name: _____
Last, First, Middle

Previous Name(s): _____

Address: _____
Street, City, State Zip

Phone Number with Area Code: Cell Phone: _____ Home Phone: _____

Mail _____ **Copies** **Fee per copy: \$7.00**

Recipient 1 _____

Address _____ City _____ State _____ Zip _____

Recipient 2 _____

Address _____ City _____ State _____ Zip _____

Fax Copy will be faxed, then official will follow by U.S. Mail. **Additional Fee: \$5.00**

Recipient _____ Fax Number (_____) _____

Pick Up _____ **Copies** **Fee per copy: \$7.00**

I authorize _____ to pick up my transcript on my behalf.

Rush Service For immediate processing. **Additional Fee: \$10.00**

Special Handling

- Hold for current term grades
- Hold for posting of degree (only choose this if you will be completing this term)

Student Signature: _____ Date: _____

Office Use Only						
<input type="checkbox"/> I.D.	<input type="checkbox"/> Holds	<input type="checkbox"/> SFAREGS/SHACRSE	Transcript fee _____	Fax fee _____	Rush fee _____	Total _____
<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Credit/Debit Card	Processed by: _____	Date: _____		