

REQUEST for OFFICIAL TRANSCRIPT

Student: _____ D.O.B _____ How many? _____

Graduated/Last year attended? _____

- Transcripts will be available for pick-up *two working days* after your request. Plan accordingly in order to meet your application deadlines.
- **You are responsible for mailing your own transcript(s).**
- Official transcripts are issued in sealed envelopes. **DO NOT** open the transcript if you require an official transcript!
- **THERE IS A FEE OF \$5.00 PER TRANSCRIPT. Transcripts will be held for TWO WEEKS and then destroyed if not picked up promptly.**
- **FEES MUST BE PAID WHEN YOU ORDER.**

Recipient's Signature _____

Date: _____

(For Office Use Only)

Fee Received by _____ Date _____

Order Completed by _____ Date _____