



Official Transcript Request

Student Name: _____

Phone: _____ **e-Mail:** _____ **Student ID#:** _____

Degree Awarded: _____

Service Options and Fees (With Destination Charges)

*Please select a service below.

- I would like to pick up my transcript from the Registrar's Office. (This will be issued when you visit the Registrar's Office. Processing fee is \$10 per transcript.)
- I would like my transcript to be sent to my address. (Depending on your location, this option typically takes 3-7 business days. Shipping fee is \$50.)
- I live outside of the United States; I would like my transcript to be sent to my country. (The transcript will be sent to you with expedited shipping. Shipping fee is \$130.)

Number of Copies Requested: _____

Address Information

Address: _____

City: _____ **State (If Applicable):** _____

Country: _____ **Zip Code/Postal Code:** _____

Payment Method

- Pay Online
- Send Check
- Credit Card (Credit Card Authorization Form)
- Cash

Student e-Signature

Date

Received By: _____ Processed By: _____ Payment Received by: _____