

Office of the Registrar

P.O. Box 502 Conception, MO 64433-0502 Phone 660-944-2839 FAX 660-944-2829

Transcript Release

There are two types of transcripts that are sent upon request.

Official transcripts bear the embossed college seal and may be issued only to the college, university, chancery office, government agency, or organization designated by the student.

Unofficial transcripts do not have the college seal and may be issued directly to the student for personal use.

Date:		Form date: 07/2008
Student Printed Name:		
Student SSN:		Birth date:
Student Current Address:		
Email Address:		
to the following:	•	Unofficial Transcript(s)
Address:		
Student Signature:		

The charge for each transcript sent is \$5.00. Kindly remit the correct amount.