



## Transcript Release

Date: \_\_\_\_\_

For Office Use Only- Date Sent: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

Student SSN: \_\_\_\_\_ Birth date: \_\_\_\_\_

Student Current Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

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.

Please forward: \_\_\_\_\_ Official Transcript(s) \_\_\_\_\_ Unofficial Transcript(s)  
to the following:

Name: \_\_\_\_\_

Attention or Care of (if desired): \_\_\_\_\_

Address: \_\_\_\_\_

Purpose of Release: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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