



# Request for Official Transcript of Academic Record

Request can only be made by student unless other authorization is requested in writing.

Last Name	First Name	MI	Student ID or Social
Home Phone	Alternate Phone	Last Term of Attendance	

**Please check all that apply:**  Credit     Non-Credit (Personal Interest Courses)     Both (credit and non-credit)

Hold request until degree/certificate is posted (include cert/degree name): \_\_\_\_\_

Hold request until the end of term specified and final grades:    Fall \_\_\_\_\_    Spring \_\_\_\_\_    Summer \_\_\_\_\_

Mail To: **\*\*If address listed is incorrect; requestor is responsible for payment of an additional transcript\*\***

Name or College/Institution	Attention
Street Address	City
	State
	Zip

- A transcript will be processed only if a student's account is clear of outstanding financial balances.
- Transcript requests will be processed within three business days after payment has been secured and processed.
- All transcripts are mailed out unless purchasing an immediate same day transcript.
- South Suburban College can only verify date transcript was mailed and is not responsible for transcript delivery once paperwork leaves our building.
- All same day and overnight requests must be received before 2 p.m. in order to be processed that same day.

<input type="checkbox"/> TRANSCRIPT FEE MAIL OUT	\$5.00	<input type="checkbox"/> CERTIFIED MAIL (No PO Box)	\$30.00
<input type="checkbox"/> IMMEDIATE IN PERSON ONLY	\$20.00	<input type="checkbox"/> OVERNIGHT via FEDEX (No PO Box)	\$35.00

Official Transcript (s) Quantity \_\_\_\_\_ Total Amount Due \_\_\_\_\_

**Please allow 7 – 10 business day for transcript to be delivered via US Postal Service.**

Student Signature Required \_\_\_\_\_ Date \_\_\_\_\_

Signature authorizes the release of your information and agreement to all of the terms/conditions described.

Payment must be fulfilled below before transcript/s will be printed.

**Payment Information**     Cash     Check # \_\_\_\_\_     VISA     MasterCard     Discover

Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_    CCV# \_\_\_\_\_

**Official Use Only**

Payment processed by \_\_\_\_\_ Date \_\_\_\_\_    Transcript printed by \_\_\_\_\_ Date \_\_\_\_\_

Notice: the enclosed transcript of record is being forwarded on the condition that it cannot be released in whole or part to any other individual without the written consent of the individual to whom it pertains, in accordance with the Family Educational Rights and Privacy Act of 1974.