



South Suburban College

15800 South State Street
South Holland, IL 60473
Phone: 708-596-2000, ext. 2326 Fax: 708-225-5806

Request for Transcript of Academic Record

- 1. Please print with Black ink only**
2. Please fill out one form for each address needed
3. If signature line is not completed, transcript will not be released
- 4. Please keep in mind, ONLY COURSES WITH COMPLETED GRADES WILL APPEAR**
5. Fees must be paid with request before transcript will be released

Last Name	First Name	MI	Student ID or Social
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Street Address	City	State	Zip Code
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Home Phone	Alternate Phone	Last Term of Attendance
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Please check all that apply:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Credit | <input type="checkbox"/> Non-Credit (Personal Interest Courses) | <input type="checkbox"/> Both (credit and non-credit) | <input type="checkbox"/> When degree/certificate has been posted_____ |
| <input type="checkbox"/> Send Placement Test Scores: Yes_____ No_____ | | | <input type="checkbox"/> End of Current Term (after grades have been posted) |

Signature (Authorizes release of information)

Date

- | | |
|---|--|
| <input type="checkbox"/> Mail To (Student is responsible for this information) | <input type="checkbox"/> Mail To address listed above |
| **If address is incorrect; requestor is responsible for payment of another transcript** | |

Name of College/Institution	Attention
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Street Address	City	State	Zip
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Transcript requests will be processed within three business days from the date received. All transcripts are mailed out.
 If you need your transcript immediately, we would be happy to assist you. See additional fees below.
 All same day and overnight requests must be received before 2 p.m. in order to be processed that same day

YOU MUST SELECT ONE

- | | |
|---|--|
| <input type="checkbox"/> TRANSCRIPT \$ 8.00 (per copy) | <input type="checkbox"/> SENDING TRANSCRIPT CERTIFIED MAIL
Cost per Transcript \$8.00
Additional fee for same day processing \$15.00
Additional fee for certified mail \$10.00
<div style="text-align: right;">Total Due \$33.00</div> |
| <input type="checkbox"/> IMMEDIATE TRANSCRIPT
Cost per Transcript \$8.00
Additional fee for same day processing \$15.00
<div style="text-align: right;">Total Due \$23.00</div> | <input type="checkbox"/> OVERNIGHT TRANSCRIPT
Cost per Transcript \$8.00
Additional fee for same day processing \$15.00
Additional fee for overnight FED EX \$15.00
<div style="text-align: right;">Total Due \$38.00</div> |

Official Transcript (s) Quantity _____ and/or Unofficial Transcript (1 free) _____ Total Amount Due _____

Official Use Only

- Cash Check # _____
- VISA MasterCard Discover - Credit Card Number: _____ Exp. Date: _____

Money processed by _____ Date _____

Transcript printed by _____ Date _____