

Transcript Requests Policy

Types of requests:

By Phone	–	not accepted	
By Email	–	not accepted	
By Fax	–	Accepted if signed by student	
By Letter	–	Accepted if signed by student	
In Person (student only)	–	Unofficial	– No documentation required
In Person (student only)	–	Official	– Written request form required

Information required from student on fax or letter request:

1. Name
2. Social Security Number or Student Number
3. What kind of transcript needed
4. Return address and voice phone number
5. Where to send transcript or who will pick it up
6. Payment method (if fax requested)
7. Signature (A signature must be on the request for the transcript to be released)

Additional information requested for records search:

1. Approximate time of attendance
2. Are you a graduate
3. If applicable, other last names

Transcript costs:

Official (mailed or hand delivered)	Free
Official or Unofficial (faxed)	\$5.00
Note: Acceptance of a fax as an official document is at the discretion of the receiving institution.	
Unofficial (mailed or hand delivered)	Free