

Transcript Request

Please print all information. One form per request. A transcript will be issued only if a student's account is clear of outstanding balances. A fee of \$3 per official transcript request is required. Pay fee in person at the Cashier's Office in Des Plaines or at the Ray Hartstein Campus bookstore. If paying by mail, the \$3 fee must accompany the request. Your transcript will not be mailed unless payment is received.

Name _____
Last First MI Maiden

Address _____ City _____ State/Zip _____

Banner I.D. (B#) or Social Security No. _____ Date of Birth _____

Phone () _____ () _____
Home Work

Check the appropriate box.

- Will pick up transcript ____ Des Plaines Campus ____ Ray Hartstein Campus
- Send transcript now.
- Hold transcript until the end of term specified and final grades: ____ Fall ____ Spring ____ Summer Year 20____
- Hold transcript until degree/certificate is posted.
- Hold transcript for grade change from course (specify course): _____
- Hold until the following appears on transcript: ____ CLEP ____ AP ____ Other _____
- Special request/copies: _____

Send transcript to:

- Check here if mailing address same as above.

Name _____

Address _____

City _____ State/Zip _____

Student authorization of transcript release:

Signature of Student Date

If you wish to authorize another person to pick up your transcript, indicate their name below.

You and other authorized persons must bring personal identification (i.e. driver's license, state I.D.) in order to pick up the transcript.

Name _____ Relationship _____

Signature of person authorized for pickup Date