

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. There is a \$10 fee per official transcript. If paying by mail, the \$10 fee must accompany the request. Fee may also be paid at the Cashier's Office (Des Plaines) or at the Ray Hartstein Campus bookstore (Skokie). Your transcript will not be mailed unless payment is received.

Name _____
Last First MI Maiden

Address _____ City _____ State/Zip _____

Student ID No. or Social Security No. _____ Date of Birth _____

Phone (_____) (_____)
Home Work

Check the appropriate box.

- Will pick up transcript _____ Des Plaines Campus _____ Ray Hartstein Campus (Skokie)
- 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 a photo ID in order to pick up the transcript.

Name _____ Relationship _____

Signature of person authorized for pickup Date