

## 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*