

TRANSCRIPT REQUEST FORM

The College of St. Scholastica 1200 Kenwood Ave. Duluth, MN 55811
Registrar's Office Fax: 218-733-2292

- There is a **\$5.00** fee per official transcript, with a 2-3 day processing time. Fees are payable by cash, check, or credit card. For same day processing of an official transcript, the fee is **\$10.00** per official transcript and the request must be received before 2:00 p.m. that day.
- Unofficial transcripts processed same day, **\$3.00**. No fee for 2-3 day processing.
- Official transcripts will not be released until the student account balance is paid in full.

Name: _____ Former Name: _____

CSS ID# (if applicable): _____ Birth date: _____

Current Address: _____ CSS Box: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

By checking this box, I give the Registrar's Office permission to change their records to reflect the above address.

Currently Enrolled If Not Current, Last Year Enrolled: _____

Official (Sealed): Unofficial:
Quantity: _____ Quantity: _____

Is this for a scholarship?
Please provide name of Scholarship Program

_____ Same day processing (see fees above)
_____ 2-3 day processing (see fees above)
_____ Pick up in Registrar's Office (bring Picture ID)
_____ Send after the end of _____ term.
_____ Send after my degree is posted. Graduation term _____
_____ Send after the grade change in _____ class _____ term.

*There is no fee for scholarships.

Issued To: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

STUDENT SIGNATURE: _____ **Date:** _____

REGISTRAR OFFICE USE ONLY

Date Printed/Mailed _____

Initials _____ Fee Paid _____

BUSINESS OFFICE USE ONLY

_____ Release Transcript _____ Hold Transcript

DATE _____ INITIALS _____

PAYMENT METHOD

Credit Card, Cash, or Check Payable to CSS

Visa/Master Card/Discover Information:

CC# _____ / _____ / _____ / _____

Exp. Date _____

***3 digit security code on back of card** _____