



Transcript Request Form

Hold for current Semester Grades

For GED purposes only

READ ALL INSTRUCTIONS FIRST!

All transcript requests must be cleared by the Bursar before processing. Processing of transcripts requires 2 to 5 business days (after receiving Bursar clearance), longer during break periods. The fee for official transcripts bearing the seal of the college is € 30 per copy. **We accept payments by cash, check or bank transfer.**

You will receive one student copy of your transcript per order of any number of official copies. It will be sent to you at the same time as the official copies are sent. This is your confirmation that the official transcript has been issued.

PLEASE BE SURE TO SIGN AND DATE THIS FORM

Name _____
First Last Middle/Maiden

Student ID # _____ Date of Birth _____

Mailing Address
Street and Number _____

Zip Code _____ City _____ Country _____

Telephone Number _____
Day Evening

Fax Number _____ Email _____

Student Signature _____ Date _____

Organizations and Addresses

1. _____

2. _____

3. _____

4. _____

For office use only

Date mailed _____
Initials _____

Date mailed _____
Initials _____

Date mailed _____
Initials _____

Date mailed _____
Initials _____

BURSAR USE ONLY

Number of official copies @ € 30 each _____

Fee paid _____