

# AUGUSTANA COLLEGE TRANSCRIPT REQUEST

OFFICE OF THE REGISTRAR, AUGUSTANA COLLEGE

639 38TH STREET, ROCK ISLAND, IL 61201

FAX: (309)794-7544

EMAIL : [brandyblackburn@augustana.edu](mailto:brandyblackburn@augustana.edu) (email must include pdf of form with handwritten signature)

**INCOMPLETE FORMS WILL NOT BE PROCESSED**

Today's Date: \_\_\_\_\_

Currently enrolled at Augustana: YES \_\_\_\_\_ NO \_\_\_\_\_

or date last attended: \_\_\_\_\_ or Graduation Date: \_\_\_\_\_

**RESTRICTIONS MUST BE CLEARED BEFORE REQUESTS WILL BE PROCESSED**

COLLEGE CENTER BOX NUMBER: \_\_\_\_\_ (if applicable) TOTAL TRANSCRIPTS REQUESTED \_\_\_\_\_

STUDENT I.D. # \_\_\_\_\_

LAST FOUR DIGITS OF SS# \_\_\_\_\_

BIRTH DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

CURRENT CONTACT TELEPHONE # \_\_\_\_\_

STUDENT'S NAME AS IT APPEARS WITH AUGUSTANA RECORDS (PLEASE PRINT):

\_\_\_\_\_  
LAST FIRST MIDDLE (MAIDEN or FORMER)

HOME ADDRESS/OR SCHOOL ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

HANDWRITTEN SIGNATURE: \_\_\_\_\_

PLEASE SEND MY TRANSCRIPT AT A COST OF \$12.00 EACH\* (\$20 for rush or faxed orders) TO:

(Include department or name of person in address, etc.)

**YOU ARE RESPONSIBLE FOR SUPPLYING THE CORRECT ADDRESS**

If an address correction is requested, the requestor will be responsible for all fees for sending additional transcripts

Recipient:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>For Office Use Only</u>
Fee if Applicable _____
Receipt No: _____
Recorded _____
Date mailed _____

\*Paper requests received by fax or mail are \$12.00 per transcript with prepayment by check or cash or call the Office of the Registrar to make credit card payment. Electronic requests are \$8.00 per transcript and must be paid in advance by credit card\*. In order to receive a secure **Alumni and Friends** on-line login and submit an electronic request, alumni should contact the Advancement Office at 309-794-7474. There is a \$20 prepayment charge per transcript over five requests in a five day period or for rush and faxed orders. Please allow three to five business days for regular processing and up to two-three weeks during peak processing times (after final grades, graduation and January-February).

Students who first were admitted to Augustana prior to 1991, please follow these steps to have your transcript processed:

1. Complete this request form and submit it by fax, mail, e-mail, or drop-off to The Office of the Registrar; and
2. Make pre-payment of \$8.00 per transcript (\$20.00 for rush and faxed requests) by cash, check or call the Office of the Registrar to make credit card payment.

\*Declined credit cards and unpaid transcript requests will be deleted within one week of receipt.

Please visit the Augustana website for the complete transcript policy: [www.augustana.edu/academics/registrar](http://www.augustana.edu/academics/registrar)