

**TRANSCRIPT REQUEST FORM**

**AUGUSTANA COLLEGE**

Office of the Registrar, 639 38<sup>th</sup> Street, Rock Island, IL 61201

Phone: 309-794-7211 Fax: 309-794-7544 Email: [michelleramirez@augustana.edu](mailto:michelleramirez@augustana.edu)

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

DATE (MM/DD/YYYY): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ BIRTHDAY (MM/DD/YYYY): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NAME: \_\_\_\_\_  
                    First                    Middle                    Last

MAIDEN/FORMER NAME(S) (if applicable): \_\_\_\_\_

STUDENT ID # (if known): \_\_\_\_\_ LAST 4 DIGITS OF SSN: \_\_\_\_\_

ESTIMATED LAST DATE OF ATTENDANCE (MM/YY): \_\_\_\_\_/\_\_\_\_\_

CURRENT/BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**PLEASE MAIL MY OFFICIAL TRANSCRIPT TO:** (Include department or name of person, etc.)

# of copies to mail to this address \_\_\_\_\_

# of copies to mail to this address \_\_\_\_\_

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

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

\*Please allow 2-5 business days for regular processing and up to 10 days during peak processing times (after final grades and graduation). Transcripts will be sent by regular USPS mail.

\*If you have a document that needs to accompany your transcript, please email a PDF or mail with your request form.

\*If an address correction is requested after the transcript has been mailed, the requestor will be responsible for fees for sending additional transcripts.

**NOTE:** Augustana College will not release transcripts for students with any outstanding financial obligation to the college.

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

**\*\*\*REQUIRED\*\*\***

**PAYMENT:** \$12 fee per transcript mailed; \$20 fee per transcript for rush orders\*(same day processing); \$20 fee per transcript faxed. Payment can be made by check (payable to Augustana College), cash, money order or call/email the Office of the Registrar to make credit card payment with Visa or MasterCard. Please do not mail cash. \*Please note that rush processing does not guarantee that a transcript will leave the Augustana campus the same day, but it will go out in the next mail service.

-Requests for transcripts that need to be sent electronically (emailed PDF) must be made through [Parchment.com](http://Parchment.com)

-International requests require payment by an US issued credit card, money order, or make request through [Parchment.com](http://Parchment.com)

-Declined credit cards and unpaid transcript requests will be discarded within one week of receipt.

MR 2/22

**Complete and sign request form and submit it by mail with payment, scan/take picture and email or fax.**