

TRANSCRIPT REQUEST

NAME _____

Last	First	Middle	Social Security #	Birthdate	Student #
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① Names used on records other than above _____ **Maiden:** _____

② Are you currently enrolled? Yes No Date of last semester completed _____ E-mail address _____

③ **Special Instructions:**

<input type="checkbox"/> A. Process now, do not hold for current semester grades or new degree statement <input type="checkbox"/> B. Hold for new degree posting <input type="checkbox"/> C. Hold for semester grades	<input type="checkbox"/> D. _____ transcript(s) sealed in official transcript envelope(s) <input type="checkbox"/> E. Mail _____ copy/copies to student's address <input type="checkbox"/> F. Fax transcript / Fax Number _____ <input type="checkbox"/> G. Other Instructions
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④ I will pick up _____ transcript(s)

⑤ Please send _____ transcript(s) to:

⑥ **Print legibly.**

Name Street City State & Zip Code	
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⑧ Date _____

⑨ Student's Signature _____

⑩ Daytime Phone Number _____

Note: Student is responsible for correct address.
If transcript is to be sent to more than one address, use additional forms.

Name Change Requested

To process a name change, supporting documents are required (i.e., drivers license, social security card, copy of marriage license, or personal check denoting current name) and must accompany this request for revision prior to transcript processing.

⑦ Student's name and address

Name Street City State & Zip Code	
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Transcript Ordering is Now Available Online.

The University charges for all transcript copies. Copies of official transcripts are charged at the rate of \$10.00 each if mailed, \$10.00 each if picked up at the Registrar's counter. Faxed transcripts are unofficial and are charged at the rate of \$10.00 each.

If you choose to order your transcript by mail, please print this form, enclose the appropriate payment and mail to: Pittsburg State University, Registrar's Office, 1701 S. Broadway, Pittsburg, KS 66762, phone 620/235-4200.

Transcript services are WITHHELD for any student who has any holds on their records.

Allow 5 working days for processing and mailing.

PARTIAL TRANSCRIPTS are not issued. Transcripts show all work completed at this institution.

TRANSCRIPTS FROM HIGH SCHOOLS OR OTHER COLLEGES cannot be duplicated. You must contact them directly for transcripts.