

TRANSCRIPT REQUEST FORM

AUGUSTANA COLLEGE

Office of the Registrar, 639 38th Street, Rock Island, IL 61201

Phone: 309-794-7211 Fax: 309-794-7544 Email: registraroffice@augustana.edu

Please visit the Augustana website for the complete transcript policy: 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.)

Transcript Type: Undergraduate Master Program

of copies to this address: _____

of copies to this address: _____

<u>For Office Use Only</u>
Fee: _____
Date Mailed: _____

-Please allow 2-5 business days for regular processing and up to 10 days during peak processing times (after final grades, graduation and holiday closures). 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: In accordance with the College's policy on Transcript Holds, students with an outstanding financial obligation to the College must contact the Business Office at 309-794-7390 to request a copy of their transcript before submitting this form.

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

-International requests require payment by an US issued credit card or money order, or must request through Parchment.com

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

HANDWRITTEN SIGNATURE: _____
*****REQUIRED*****

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