



**TRANSCRIPT
REQUEST FORM**
Date: _____

Transcripts are released only at the written and signed request of the student and will be issued only if all obligations to Sterling College are cleared and student loans are not in default. Transcripts are \$6.00 + \$0.50 Tax each for Kansas residents and \$6.00 each for out of state, payable at time of request. Official transcripts given to the student are stamped, "Issued to Student". These may not be accepted by some institutions. Transcripts that are emailed or faxed are **unofficial** documents.

Student ID # _____ Enrolled currently: yes___ no___ If no, year of last enrollment _____

Name _____
(Last, First Middle Initial)

Address _____

Phone # _____ (to be used only if we have questions about this request)

Email _____

Birth date _____ All previous names _____

I am requesting the following number of transcripts: (Indicate quantity on the appropriate line)

___ Official Transcript sent by mail (\$6) ___ Faxed Copy (\$6) ___ Emailed Copy (\$6)

Send transcript(s) to: (Print complete name & address clearly. Use back of form if more than two addresses.)

Special Instructions (Check all that apply):

- ___ Will pick up transcript
- ___ If transcript is sent to applicant, send in a separate sealed envelope.
- ___ **HOLD** for posting of final grades
- ___ **HOLD** for posting of degree
- ___ **HOLD** for a grade change

Student Signature

Office Use Only:
Business Office Clearance _____
Amount Due \$ _____
Processed by _____
Date Transcript sent _____

Social Security # _____
(credit card Info & SSN will be shredded after transcript has been sent)

If paying by credit card:

Circle one: MC, VISA, or Discover

Card #: _____

Exp. Date _____ 3-digit code (on back) _____

If name/address of card holder is different from the person requesting transcripts please note below: