



Office Use Only:	
ID Number	_____
Date Rec	_____
Amount Due \$	_____
Business Office Clearance	_____
Date Transcript sent	_____

- Transcripts are released only at the written and signed request of the student.
- Official transcripts will be issued only if all obligations to Sterling College are cleared and student loans are not in default.
- Official transcripts given to the student are stamped, "Issued to Student". These may not be accepted by some institutions.
- Contact information on this form will be used to update your student record.

Name: _____
Last First Middle Initial

Street Address: _____

City, State, Zip Code: _____

Phone # _____ Email: _____

Birth Date: _____ All Previous Names: _____

I am requesting the following number of transcripts (indicate quantity on appropriate line). *Official Electronic transcripts are not available at this time.*

Official USPS Mail Transcript (\$10)
 Official USPS Priority Mail (\$15)
 Official USPS 2 Day Express (\$30)
 Official FedEx Overnight (\$45)
 Unofficial Fax (\$10)
 Unofficial Email (\$10)

Send transcripts to: (Print complete name, address, and department clearly. Use back of form for more than two addresses)

_____	_____
_____	_____
_____	_____
_____	_____

Special Instructions: _____

Student Signature X _____ **Date:** _____

Note: Transcripts will not be released without the student's handwritten signature.

-----All information below this line will be shredded after request has been fulfilled. -----

If paying by credit card, please fill out the following information:

Circle one: MC, VISA, or Discover

Card # _____ - _____ - _____ - _____

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

Note below if name/address is different from above:

<p>Student Identifier:</p> <p>Please provide either your Sterling College Student ID number or your SSN # to help us locate your records:</p> <p>_____</p>
