



Office Use Only: ID Number _____ Date Rec _____ Amount Due \$ _____ Business Office Clearance _____ Date Transcript sent _____
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- 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 USPS Priority Mail (\$12)** _____ **Official FedEx Overnight (\$65)**

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

_____	_____
_____	_____
_____	_____
_____	_____

_____ **HOLD FOR FINAL TERM GRADES** _____ **HOLD FOR POSTED DEGREE**

Additional Instructions: _____

Student Signature X _____ **Date:** _____

Note: You may use an electronic signature. Typed signatures are not accepted.

-----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>
