

Transcript Request Form

Instructions to Student

We share the goal of releasing transcripts promptly for all students. To help us meet this goal, please read and follow these instructions completely.

- A. We cannot release your transcript until you have a zero balance on your account.
- B. The Registrar will prepare transcripts when:
 - Part 1 of this form is completed and signed by Student Business Services.
 - Parts 2 and 3 of this form are completed and signed by the requesting student.
 - This form has been logged in at the Registrar's office.
- C. There will be a \$2 fee for official transcripts.
- D. Official transcripts are mailed. They cannot be faxed or emailed.
- E. Expect the Registrar to take SEVEN BUSINESS DAYS to prepare your transcript and place it in the US Mail. This timeline may be longer at the beginning and end of each semester.
- F. Expect US Mail delivery to take an average of THREE BUSINESS DAYS.
- G. If you are working against a critical submission deadline (as for a graduate school application) be sure to STATE THAT DEADLINE on the Authorization to Release Transcript AND submit your request FIFTEEN BUSINESS DAYS before it must be in the hands of the graduate program admissions office. This allows time for delivery by the US Postal Service, and internal mail processing at the receiving institution.
- H. If you prefer your transcript be delivered by Fed Ex or UPS at your personal expense, you may pick up our sealed envelope containing your transcript and take it to the shipping service. You will be required to sign for the envelope if you decide to handle shipping yourself.



Adrian College

Authorization to Release Transcript / Transcript Request

Mail to: Student Business Services • Adrian College • 110 S. Madison • Adrian, MI 49221-2575
In person: Student Business Services • Caine Student Center • Adrian College
Fax request to: 517-264-3970

All requests must be made in writing. Your signature is required. See instructions.

1

Student Business Services:

This account is not subject to financial hold as of _____

Student Business Services signature _____

2

NAME _____
Last First M.I.

FORMER NAME(S) _____

SOCIAL SECURITY NUMBER **XXX - XX -** _____ DATE OF BIRTH _____

CURRENT ADDRESS _____

BEST CONTACT PHONE _____ E-MAIL _____

CIRCLE ONE: *Currently Enrolled* - OR - *Last Enrolled:* Semester _____ Year _____

If your transcript requires special handling, please select from the following:

- Hold for pick-up at Registrar's office
- Hold until degree is recorded
- Hold for current semester grades
- Attach enclosures with transcript

X _____
Student Signature (required) Date

SEND MY TRANSCRIPT TO: (print clearly) ***For additional addresses, please attach a list.***
Failure to provide a COMPLETE mailing address will delay your processing time.

3

Financial Hold

SA _____ ECSI _____

Date _____

E-mailed _____

Registrar's Office Use Only:

Rec'd from Stu.Bus.Svcs. _____

Mailed _____