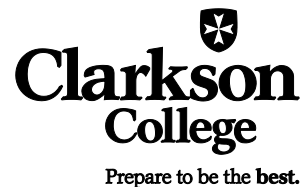


Transcript Request



Transcripts may be ordered by mail, by fax or in person and are issued only upon written request by the student/graduate.

Fee: Transcripts are free of charge for current students and graduates of Clarkson College. If you are not a current student or a graduate of the College, there is a \$5 fee per transcript (make checks payable to Clarkson College).

Processing time and holds: Once a request has been received by the Registrar's office, the transcript will be mailed within two business days during non-peak times, five business days during peak times (December–January, April–May and July–August). Transcripts are not released for students who have a stop or whose accounts with the College are delinquent.

REQUESTOR INFORMATION Please print clearly.

LAST NAME, FIRST & MIDDLE NAME

STUDENT ID OR SOCIAL SECURITY NUMBER

FORMER NAME(S)

CURRENT ADDRESS

CITY

STATE

ZIP

CURRENT PHONE NUMBER

Send transcript now

Include current term grades
Sent 5-7 business days after the end of the term.

Please send the following transcript(s):

Undergraduate Graduate Both Date of last enrollment _____

Send transcript(s) to:

Will pick up from Clarkson College

Fax Faxed transcripts are not considered official by institutions of higher education.

ATTENTION TO

FAX NUMBER

Mail Provide a complete address where the transcript is to be mailed. Transcripts mailed to the student will be marked "Issued to Student" unless otherwise noted on the request.

TO _____

TO _____

SIGNATURE

DATE

CONTACT Registrar's Office 101 S. 42nd St. Omaha, NE 68131-2739 PH 402 552 3033 FX 402 552 6165

OFFICE USE ONLY

Received _____ Fee Paid Yes No N/A Hold Yes No _____ Sent _____