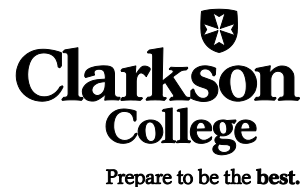


Transcript Request



Transcripts may be ordered by mail, by fax, by email at registrar@clarksoncollege.edu 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	<input type="checkbox"/> Send transcript now	<input type="checkbox"/> 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 Official Unofficial
Please allow 24 hours processing time from date received

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 3100 FX 402 552 6165

OFFICE USE ONLY

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