REQUEST FOR AN OFFICIAL TRANSCRIPT
(Use one form for each request - please print)

I __________________________ request an official transcript be prepared for the following institution (please indicate complete name and address, including zip code):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Do you want the transcript in a sealed envelope to mail yourself? ____________

Is an application attached? YES or NO

If YES:
Is the Counselor needed to provide information and/or answer questions?

YES or NO

What page and/or section needs the Counselor’s attention?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

__________________________________________
Your Signature                                                                                 Today’s date

OFFICE USE ONLY:

Date Received __________________________     Date Mailed __________________________