

600 South Michigan Avenue • Chicago, Illinois 60605-1996 • (312) 369-7224

Student Current Name & Address, Please Check all that Apply:

☐ My Personal Residence ☐ My Parent's Residence

Last _____ First _____

Street _____

City _____ State _____ Zip _____

Telephone _____

SEND TRANSCRIPT TO: Enter complete Name and Address of the recipient in the box. This form is used with a window envelope.

PICK UP: Write "Pick Up" in the address box below if you will pick up transcript.

Transcript processing time is 3 to 5 working days. Transcripts to be picked up will be held for 60 days.

Student Data

Soc. Sec. or Oasis # _____ Date of Birth _____ / _____ / _____

Name Attended Under _____

Are you Currently Enrolled? ☐ Yes ☐ No

Have you Received a Columbia Degree? ☐ Yes ☐ No

Dates of Attendance: Beginning _____ Ending _____

Number of Copies Requested _____

Attended as: ☐ Undergraduate ☐ Graduate ☐ Student-at-Large
☐ Sherwood Conservatory of Music ☐ Columbia 2 (Continuing Education)

Please Check One:

☐ Process Immediately

OR

Hold Request For:

<input type="checkbox"/> Current Term Grades (circle one)	Fall	Spring	Summer
<input type="checkbox"/> Degree Pending (circle one)	Fall	Spring	Summer
<input type="checkbox"/> Grade Change			

Signature _____ Date _____

Transcripts will not be released for students who have an outstanding financial obligation to the college. Please contact the Student Financial Services toll-free information number, 1-866-705-0200, if you have questions regarding your account. Upon resolving any financial holds with Student Financial Services, please inform the Records Office at (312) 369-7224.

Transcript Fees

- each official copy – \$3.00 (\$10.00 for 24 hour processing)
- unofficial copy – no charge (\$10.00 for 24 hour processing)

(24 hour processing means that the transcript will be available for pick-up or will be mailed 24 hours after the request has been received. The request must be received by 4:00 pm for the transcript to be ready the next business day. The Records office cannot be responsible for the length of time the transcript will be in the mail.)

Special Mailing Fees

- FedEx – \$10.00 (U.S. only)
NOTE: FedEx will not deliver to a post office box.
- Post Office Express – \$13.65
NOTE: this is next day delivery and can be delivered to a post office box.
- DHL International – \$30.00
Postage fees are subject to change without notice.