Strayer University Request for Official Transcript Form

In order to obtain a copy of an official or unofficial transcript, all requested information must be filled in completely. There is a charge of \$5.00 per copy. Mailed transcript requests should be sent to the Student Services Office. Allow 5 to 7 working days for processing transcript requests. During the grades processing period, allow 10 to 20 business days for processing. Transcripts are issued only when all financial obligations to the University are met.

Please PRINT or TYPE Last Name First Name M.I. Maiden Name (if married) Current Address-Street & Apt. # Date of Birth (M/D/Y) Zip/Postal Code City State Country Last year of attendance Social Security Number **Graduation Date** Campus Location Degree Mail Transcript To: Signature Date **OFFICE USE:** Date Received **Date Processed** Mailed **Amount Received**