

# Transcript Request Form

## Registrar's Office



**Transcript Policy:** A transcript is sent only on the written request of the student. No transcript requests can be honored for a student whose financial obligation to the University has not been satisfied.

**Instructions:**

- 1) Please print firmly with pen. Complete all items. Use a separate form for each addressee.
- 2) Submit payment of fee (\$5.00 per copy). **No credit cards accepted.**
- 3) Indicate in box at right when transcripts are to be sent.
- 4) Print your name and present address within the box below.
- 5) Student's SOCIAL SECURITY NUMBER: \_\_\_\_\_

Student's Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_  Home  Cell

Email \_\_\_\_\_

Check here if this is a new address     Current Cairn student    Box #: \_\_\_\_\_

6) List maiden name or other names used at Cairn University.  
 It is your responsibility to notify the recipient of your transcript the name under which your transcript may be recorded.  
 \_\_\_\_\_

7) List dates attended: \_\_\_\_\_

8) Number of copies requested: \_\_\_\_\_

9) Please sign and date:  
 I request that transcript(s) be sent to the addressee listed below:  
 \_\_\_\_\_  
STUDENT'S SIGNATURE DATE

Note: OFFICIAL TRANSCRIPTS are signed and embossed with the University Seal. No transcript need be accepted unless received directly from the Registrar's Office or delivered in a sealed and specially marked envelope. Unofficial copies do not bear the official seal of the University.

10) Please print neatly in the box below the exact name and address where the transcript is to be sent.

**Please check one box:**

Send Now (Allow one week for processing)

Hold for posting of grades (Circle appropriate semester)  
                     Fall    Spring    Summer    JTerm

Graduating Senior \_\_\_\_\_  
MONTH/YEAR

**Please check academic levels at Cairn**

Undergraduate Studies

Graduate Studies

**University Office Only**

Registrar's Office:

1) Method Recieved  
 Mail     In-Person     Fax  
 Other \_\_\_\_\_

2) Amount Recieved: \$ \_\_\_\_\_  
 Cash     Check # \_\_\_\_\_

3) Date Transcript mailed:  
 \_\_\_\_\_

4) Received by: \_\_\_\_\_    Processed by: \_\_\_\_\_

5) Comments  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**White** - REGISTRAR'S OFFICE  
**Yellow** - SEND WITH TRANSCRIPT  
**Pink** - STUDENT

REV. 07/13