

Request for Transcript

Please note a transcript will NOT be released to a student whose financial obligations to the University have not been satisfied. Anyone with a hold will be contacted by email or mail to notify them of the hold. If a hold is not cleared within 30 days the transcript request will be cancelled. It is the student's responsibility to contact the Registrar's office once the hold has been removed. Please remember to sign the request form. A transcript request will not be processed without the student's signature and until payment has been received.

STUDENT INFORMATION: Required to identify your record. Please print clearly.

Student ID Number or Last 4 of SSN (Optional) _____
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Last Name _____ First Name _____ Middle _____

Previous/Maiden Name(s) _____ Date of Birth _____

Current Mailing Address _____

City/Province _____ State/Country _____ Zip/Postal Code _____

Phone _____ E-mail _____

Dates of Enrollment _____ Degree Received _____

Complete the following sections that are applicable RECIPIENT 1 If picking up or mailing to self, write "SELF" below.	Complete the following sections that are applicable RECIPIENT 2
1. Mailing Address – Print name and address of the recipient.	1. Mailing Address – Print name and address of the recipient.
2. Processing Options (Optional) No Charge <input type="checkbox"/> Attach a separate document (Ex: AMCAS, LSAC, PTCAS etc.) <input type="checkbox"/> Hold for Grades Fall / Spring / Summer <input type="checkbox"/> Hold for Degree May / August / December	2. Processing Options (Optional) No Charge <input type="checkbox"/> Attach a separate document (Ex: AMCAS, LSAC, PTCAS etc.) <input type="checkbox"/> Hold for Grades Fall / Spring / Summer <input type="checkbox"/> Hold for Degree May / August / December
3. Quantity _____ FEE = \$10.00 each	3. Quantity _____ FEE = \$10.00 each
4. Delivery Method and Additional Charges <input type="checkbox"/> Standard USPS Mail No Charge <input type="checkbox"/> Fax (Note: this is an unofficial copy) No Charge <input type="checkbox"/> Express mail within the United States \$ 20.00 <input type="checkbox"/> Same Day Pickup at Rock Stop \$ 25.00 <input type="checkbox"/> Hold for pickup at Rock Stop (must have a picture ID) No Charge Electronic (available thru the National Student Clearinghouse Only)	4. Delivery Method and Additional Charges <input type="checkbox"/> Standard USPS Mail No Charge <input type="checkbox"/> Fax (Note: this is an unofficial copy) No Charge <input type="checkbox"/> Express mail within the United States \$ 20.00 <input type="checkbox"/> Same Day Pickup at Rock Stop \$ 25.00 <input type="checkbox"/> Hold for pickup at Rock Stop (must have a picture ID) No Charge Electronic (available thru the National Student Clearinghouse Only)
5. I give permission for my Unofficial Transcript to be faxed by the Office of the Registrar at Rockhurst University. I do understand that this is not an official document. Initial: _____ Contact Person _____ Fax Number _____	5. I give permission for my Unofficial Transcript to be faxed by the Office of the Registrar at Rockhurst University. I do understand that this is not an official document. Initial: _____ Contact Person _____ Fax Number _____

TOTAL DUE FOR ORDER	\$ _____
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PAYMENT INFORMATION <input type="checkbox"/> Check or Money Order payable to Rockhurst University <input type="checkbox"/> Cash (accepted by walk-in only) <input type="checkbox"/> Credit Card (accepted through the National Student Clearinghouse only)	SUBMIT REQUESTS TO: Rockhurst University Office of the Registrar 1100 Rockhurst Road Kansas City, MO 64110 or Fax: 816-501-4677 (unofficial requests only)
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STUDENT SIGNATURE (REQUIRED): _____ **Date:** _____