



**TRANSCRIPT  
REQUEST FORM**

Date: \_\_\_\_\_

Transcripts are released only at the written and signed request of the student and will be issued only if all obligations to Sterling College are cleared and student loans are not in default. Transcripts are \$6.00 + \$0.50 Tax each for Kansas residents and \$6.00 each for out of state, payable at time of request. Official transcripts given to the student are stamped, "Issued to Student". These may not be accepted by some institutions. Transcripts that are emailed or faxed are **unofficial** documents.

Student ID # \_\_\_\_\_ Enrolled currently: yes\_\_\_ no\_\_\_ If no, year of last enrollment \_\_\_\_\_

Name \_\_\_\_\_  
(Last, First Middle Initial)

Address \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_ (to be used only if we have questions about this request)

Email \_\_\_\_\_

Birth date \_\_\_\_\_ All previous names \_\_\_\_\_

I am requesting the following number of transcripts: (Indicate quantity on the appropriate line)

\_\_\_ Official Transcript sent by mail (\$6) \_\_\_ Faxed Copy (\$6) \_\_\_ Emailed Copy (\$6)

**Send transcript(s) to:** (Print complete name & address clearly. Use back of form if more than two addresses.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Instructions (Check all that apply):**

- \_\_\_ Will pick up transcript
- \_\_\_ If transcript is sent to applicant, send in a separate sealed envelope.
- \_\_\_ **HOLD** for posting of final grades
- \_\_\_ **HOLD** for posting of degree
- \_\_\_ **HOLD** for a grade change

\_\_\_\_\_  
**Student Signature**

**Office Use Only:**

Business Office Clearance \_\_\_\_\_

Amount Due \$ \_\_\_\_\_

Processed by \_\_\_\_\_

Date Transcript sent \_\_\_\_\_

**Social Security #** \_\_\_\_\_  
(credit card Info &SSN will be shredded after transcript has been sent)

**If paying by credit card:**

Circle one: MC, VISA, or Discover

Card #: \_\_\_\_\_

Exp. Date \_\_\_\_\_ 3-digit code (on back) \_\_\_\_\_

If name/address of card holder is different from the person requesting transcripts please note below: