



# Official Transcript Request Form

In order to obtain a copy of an official transcript, students must submit the transcript request through their Strayer University iCampus account or in writing using this form. All requested information on this form must be filled out completely and the student must sign the form. There is a \$10 transcript fee per copy requested. Mailed transcript requests should be sent to the Business Office of your home campus.

Once the request is received, please allow 7-10 business days for processing of transcript requests. During peak processing times, such as the end or beginning of the quarter, please allow 10-20 business days for processing. Official transcripts are issued only when all financial obligations to the University are met. If you do not have a Student ID, a representative will contact you at the contact information provided.

**Please print or type the following information:**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Previous Name (if applicable): \_\_\_\_\_

Student ID\*: \_\_\_\_\_ Month/Day of Birth: \_\_\_\_\_

Last Date of Attendance: \_\_\_\_\_

Phone Number\*: (\_\_\_\_) \_\_\_\_\_ Email\*: \_\_\_\_\_

**I authorize Strayer University to release an official copy of my student transcript to the following address:**

College/Business/Name of Recipient: \_\_\_\_\_

Address: \_\_\_\_\_

Suite/Bldg/Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

\_\_\_\_\_  
Date

**Payment Information**

Checks and money orders should be made out to Strayer University. Please include a fee of \$10 per transcript copy requested. The transcript request and payment should be mailed to the Business Office of your home campus.

Credit card payments can be made by phone to the Business Office of your home campus once the Transcript Request Form has been received. Students will be contacted using the contact information provided above.\*

\* A Strayer University representative will contact you if additional information is needed to complete the request. If you do not have a Student ID, a representative will contact you at the contact information provided.