

AUGUSTANA COLLEGE TRANSCRIPT REQUEST

OFFICE OF THE REGISTRAR, AUGUSTANA COLLEGE

639 38TH STREET, ROCK ISLAND, IL 61201

PHONE: (309)794-7211, FAX: (309)794-7544

EMAIL : michelleramirez@augustana.edu (email must include pdf of form with handwritten signature)

INCOMPLETE FORMS WILL NOT BE PROCESSED

Today's Date: _____

Currently enrolled at Augustana: YES _____ NO _____

or est. date last attended/ graduation date (mm/yy): _____

RESTRICTIONS MUST BE CLEARED BEFORE REQUESTS WILL BE PROCESSED

TOTAL TRANSCRIPTS REQUESTED _____

STUDENT I.D. # (if known) _____

LAST FOUR DIGITS OF SS# _____

BIRTH DATE ____/____/____

EMAIL ADDRESS _____

CURRENT CONTACT TELEPHONE # _____

STUDENT'S NAME AS IT APPEARS WITH AUGUSTANA RECORDS (PLEASE PRINT):

LAST FIRST MIDDLE (MAIDEN or FORMER)

HOME ADDRESS/OR SCHOOL ADDRESS

CITY STATE ZIP CODE

HANDWRITTEN SIGNATURE:

PLEASE SEND MY TRANSCRIPT AT A COST OF \$12.00 EACH* (\$20 for rush or faxed orders)

(Include department or name of person in address, etc.)

Recipient:

<u>For Office Use Only</u>	
Fee	_____
Recorded	_____
Date mailed	_____

YOU ARE RESPONSIBLE FOR SUPPLYING THE CORRECT ADDRESS

If an address correction is requested, the requestor will be responsible for all fees for sending additional transcripts.

Paper requests received by fax or mail are \$12.00 per transcript with prepayment by check (Payable to: Augustana College) or cash or call the Office of the Registrar [309-794-7211](tel:309-794-7211) to make credit card payment. Electronic requests are \$8.00 per transcript and must be paid in advance by credit card. In order to receive a secure **Alumni and Friends** on-line login and submit an electronic request, alumni should contact the Advancement Office at 309-794-7474. There is a \$20 prepayment charge per transcript over five requests in a five day period or for rush and faxed orders. Please allow three to five business days for regular processing and up to two-three weeks during peak processing times (after final grades, graduation and January-February).

Students who first were admitted to Augustana prior to 1991, please follow these steps to have your transcript processed:

1. Complete this request form and submit it by fax, mail, e-mail, or drop-off to The Office of the Registrar; and
2. Make pre-payment of \$8.00 per transcript (\$20.00 for rush and faxed requests) by cash, check or call the Office of the Registrar to make credit card payment.

*Declined credit cards and unpaid transcript requests will be deleted within one week of receipt.

*International Transcript requests require payment by an US issued credit card or money order.

Please visit the Augustana website for the complete transcript policy: www.augustana.edu/academics/registrar