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REQUEST FOR TRANSCRIPT

All transcript requests must be made in writing. Fill out this form **completely with signature** and mail, fax or e-mail with a check or credit card information to the address above. Please allow a minimum of 3 working days to process your request. No transcript will be issued for a student who has outstanding financial obligations to the University.

There is a \$7.00 fee for each official transcript requested; unofficial transcripts are free of charge. Please complete all information on this form to avoid a processing delay.

Transcript Re	equest: Official Unofficia		Number of Copies:				
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Date of Birth:			Student ID# or S	SSN:			
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Send transcript immediately E		E-M	ail:				
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