

| STUDENT ID NUMBER | | | | | | | |
|-------------------|--|--|--|--|--|--|--|
| | | | | | | | |

TRANSCRIPT REQUEST

THERE IS NO CHARGE FOR TRANSCRIPTS



Campus Attended:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Owens Campus 21179 College Drive Georgetown, DE 19947 FAX: 302-259-6780 | <input type="checkbox"/> Stanton Campus 400 Stanton-Christiana Road Newark, DE 19713 FAX: 302-454-3184 | <input type="checkbox"/> Terry Campus 100 Campus Drive Dover, DE 19904 FAX: 302-857-1089 | <input type="checkbox"/> George Campus 300 N. Orange Street Wilmington, DE 19801 FAX: 302-571-5393 |
|---|---|---|---|

NO TRANSCRIPT WILL BE FURNISHED TO ANY STUDENT WHOSE FINANCIAL OBLIGATIONS TO THE COLLEGE HAVE NOT BEEN MET.

Today's Date _____

Home Telephone Number _____

Work Telephone Number _____

| | First Name | Middle Name | (Maiden Name) | Last Name |
|---------------------------|------------|-------------|---------------|-----------|
| Student's Mailing Address | | | | |
| | | | | |
| | | | | |
| | | | | |

If you were enrolled at the College under any other name or have had a name change, please indicate other name _____

- ▶ Transcripts will show all credit work completed.
- ▶ Transcripts are processed in 3 to 5 days.
During period of recording grades and other peak periods, additional time will be needed.
- ▶ Fill out one request form for each recipient.
- ▶ You are responsible for a correct and legible address.

Dates of Attendance

From: _____

To: _____

- Special Instructions**
- Number of Transcripts: _____
- Hold for Current Grades for Term: _____
 - Hold For Posting of Degree
 - Hold For Change of Grade in Course:
_____ for Term: _____
 - Hold, Will Pick Up. Indicate Phone Number: _____
 - Place in sealed envelope with statement:
"Do not accept if seal is broken."

| OFFICE USE ONLY |
|-----------------------|
| DATE REQUEST RECEIVED |
| DATE MAILED |

X

Student Signature

Send Transcript To:

| | |
|---------------|--|
| Name, Title | |
| Institution | |
| Address | |
| City, St, Zip | |