

### OFFICE OF THE REGISTRAR

- This form is **ONLY VALID with a copy of your Photo ID.**
- Transcripts will not be issued to students who have financial obligations to the college.
- Request form can be submitted via **mail or in person ONLY.**
  
- **ALL INFORMATION MUST BE COMPLETE**
- **Fee is \$8.00 per copy.** Undergraduate & Graduate Transcripts are **SEPARATE COPIES.**
- Payment by Check **ONLY**
- **Processing time is two to five days.**

### Student Information

CofC ID: \_\_\_\_\_

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

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

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

Middle: \_\_\_\_\_

Other Name While Enrolled : \_\_\_\_\_

Dates of Enrollment: \_\_\_\_\_

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

Apt No: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### **Reason for Request (Required): Check Only One**

Employment

Financial Aid

Graduate School

Insurance

Military

Online Course(s)

Recertification

Scholarship

Study Abroad

Summer School

Transfer to Another Institution

Other (specify)

\_\_\_\_\_

**Number of Copies:** \_\_\_\_\_ Undergraduate

\_\_\_\_\_ Graduate

### **Pick from the following:**

Pick up transcripts in office (photo ID required) (\$8) **MUST BE SUBMITTED IN PERSON**

Mail transcripts now

Do not mail until grades/degrees are processed at the end of the term. Year

Fall

Spring

Maymester

May Evening

Summer I

Summer Evening

Summer II

**Continued On Next Page**



OFFICE OF THE REGISTRAR

**Delivery Methods:**

(Price includes \$8.00 fee for ONE TRANSCRIPT)

Regular Mail (\$8)

FedEx Domestic (\$24) **NO P.O. Box addresses**

Fax (\$13) **Faxed copies are unofficial**

FedEx International (\$48) **NO P.O. Box addresses**

**Recipient Address/Contact Information:**

Attention: \_\_\_\_\_ Institution: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

I give permission to update addresses in the system to receive notifications and/or status of request.

**Student Signature:** \_\_\_\_\_  
**(Required)**

- **Students will receive e-mail notification of transcript status.**
- Students can also check the status of their transcript requests by logging into **Cougar Trail** & checking the “Official Transcript Request” option under the Student Records Menu.