

OFFICIAL TRANSCRIPT REQUEST FORM

STUDENT INFORMATION

Print Student's Full Name _____ Name(s) While Attending _____

Current Permanent Address / Apt. # _____

City, State, Zip _____

E-mail _____

Home Phone _____

Cell Phone _____

Work Phone _____

SSN or Columbia College ID number _____

Birth Date (mo/day/yr) _____

Last attended (year): _____

Purpose of Request:

- Transfer Employment Scholarship Application
 Graduate School Personal Use Other _____

Type of Transcript: Undergraduate* Masters*

**Students with undergraduate and graduate courses receive both transcripts for one fee*

- Hold for current term grades Hold until degree is posted Do Not Hold

Mail Transcript: (Allow 5 business days for processing) _____
Quantity

Send Transcript Electronically: (Allow 5 business days for processing)

- Organization is within SCRIP-SAFE network (Inquire at your school)

School Name

- Organization is outside SCRIP-SAFE network

Recipient's First Name

Recipient's Last Name

Recipient's Email Address

X

STUDENT'S SIGNATURE

Date

This signature is **required** to authorize the release of your transcript to the party listed above and to charge your credit card payment when applicable. Computer-generated signatures are not valid.



COSTS: Payment of the \$10.00 per transcript processing fee is required prior to the release of all transcripts. **Transcripts cannot be provided if you have a financial hold with the college.**

PRIVACY: Student records are confidential, and transcripts are issued only at the written request of the student. Telephone requests are not accepted.

TRANSCRIPTS FROM OTHER SCHOOLS: Columbia College is unable to release transcripts received from other colleges or universities. Additional copies must be obtained directly from the issuing institution.

TRANSCRIPTS ISSUED TO STUDENT: A transcript is a complete copy of the student's academic record. Official transcripts bear the College seal and the signature of the Registrar. If a transcript is sent directly to a student, the words "Issued to Student" will appear on the transcript.

ELECTRONIC TRANSCRIPTS: Columbia College sends official transcripts electronically through the eSCRIP-SAFE secure network. The recipient will receive an email from eSCRIP-SAFE containing a link where they may view and download your transcript in PDF format. The receiving party determines whether they will accept it as official. Prior to requesting, be certain the intended recipient is aware of the delivery method and will accept this format as official.

Send completed and signed form to:

Columbia College
Office of the Registrar - Transcripts
1001 Rogers Street
Columbia, MO 65216

Fax to: (573) 875-7436

Scan and Email to: transcripts@ccis.edu

Payment Information

A charge of **\$10.00** is made for **each** transcript (including transcripts sent electronically). Payment must accompany request.

- Check/Money Order Enclosed (Do not mail cash)
 Visa MasterCard Discover

Card Number _____

Exp. Date ____/____

CVC code (REQUIRED) _____
(3-digit number on back of card)

For internal use only: Date received _____ Account clearance _____ Payment made _____ Sent _____