

Corporate College Services, Inc. Official Student Transcript Request Form

Complete this form and submit to CCS with a \$15 nonrefundable transcript fee payable via check, money order, or credit card (Visa, Mastercard, and Discover). Processing time will take approximately 1 - 2 weeks after date of request. Official transcripts will be sent standard USPS unless otherwise requested. Additional charges will apply for expedited shipping.

Requested by:

Current Name:

LAST FIRST M.I.

Current Address:

NUMBER STREET

CITY STATE ZIP

Telephone: () _____

Former/Maiden Name: _____

Date of Birth: _____

Social Security #: _____

Send Transcripts To:

Institution/Business Name: _____

Attention:

NAME TITLE

Address:

NUMBER STREET

CITY STATE ZIP

Indicate conditions to be satisfied before records are sent. Records will be sent as they are on the date requested unless otherwise specified below.

Hold for current term grades (Term _____)

Hold for change of Grade

Hold for award of Degree

Other _____

Reason for request: _____

Check Payment Type:

Money Order (Enclosed) Check (Enclosed – Payable to Corporate College Services, Inc.)

Visa/MasterCard/Discover (or call the CCS Office for payment)

Card #: _____

Name of Cardholder: _____

Expiration date: _____

I authorize the release of my transcripts to the recipient indicated on this form:

SIGNATURE

DATE

NOTE: Official transcripts are released only to third parties. Active students will receive a complimentary unofficial copy of their transcript once per year. Corporate College Services, Inc. reserves the right to withhold transcript services from students who have an outstanding financial obligation. Fees will apply for any declined credit card transaction or returned check.