

**Randolph College
Transcript Request Form**

Date of Request:		
Last Name	First Name	M.I.
Social Security Number:		
Graduation Year: _____		
If not currently enrolled, last year attended: _____		
Name while enrolled:		
Current Phone Number:		
Current Address:		

Send Transcript To:

For Overnight Service, street address is required for delivery.

Addresses being sent via email. To speed up the processing time, if you are requesting transcripts be sent to more than three addresses, *in addition to the signed request*, please email a MS Word document containing the addresses to kspeer@randolphcollege.edu.

Number of Copies _____	
Include University of Reading Tutorials _____	
Mailing Options:	
_____	Regular Mail – Processed in 3-5 business days
_____	Will pick-up transcript
_____	Mail after grade change for _____
_____	Mail after semester grades are posted
_____	Mail after degree is posted
Fees: _____ \$5 per official transcript.	
_____	Add'l \$10 for rush service.
_____	Add'l \$45 for Overnight Service (per destination). Request must be received by 12 pm EST. Continental USA only.
College debts must be cleared.	
Reason for sending transcript:	
___ Certification	___ Employment ___ Grad School
___ Personal Copy	___ Scholarship ___ Transferring
Signature	