

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

TRANSCRIPT REQUEST FORM

Transcripts are \$5.00 per copy and payment must be paid prior to processing.

Your order will not be processed without payment. For transcript requests submitted by fax at 618-650-3332 or email at transcripts@siue.edu payment should be made at time of submission online at: www.siue.edu/bursar Please include your receipt.

_____	_____	_____	_____
Your Name: First	Middle	Last	Previous

Your Street Address			

Your City		State	Zip Code
_____		_____	_____
Your Daytime Telephone Number		Your E-Mail Address	
_____		_____	
Your Student Identification Number (If not provided may delay processing)		Your Date of Birth	
_____		_____	
SIGN HERE: _____			
Request will not be processed unless this form is signed.			

INSTRUCTIONS FOR PROCESSING TRANSCRIPT:

Mark only one of the following:

- Process Now.
- Hold for Degree posting:
_____ Term _____ Yr.
- Hold for Grades posting:
_____ Term _____ Yr.
- Process after Grade Change:
Course Number: _____
_____ Term _____ Yr.

NOTE: Electronic and FedEx delivery transcripts can **only** be ordered through Parchment, accessed through [CougarNet](http://www.parchment.com/u/registration/34343/account) or at: <https://www.parchment.com/u/registration/34343/account>

TRANSCRIPT FEE IS \$5.00 PER COPY.

Total number of transcripts for this request: _____ Total charge @ \$5.00 per copy: _____

Please allow a minimum of 3-5 working days for processing.

- ▶ If you have an outstanding financial obligation to the University, while your transcript is not restricted and will be released, this does not release your obligation to pay your outstanding balance. Balances that remain unpaid will follow the University's normal collection processes. Questions should be directed to the Office of the Bursar at 618-650-3123.
- ▶ Multiple transcripts requested to be sent to the student will be issued in separately sealed envelopes.

Enrolled before 1984: _____ YES _____ NO

Enrolled current term: _____ YES _____ NO

Mail with payment to:

SIUE Office of the Bursar
P.O. Box 1042
Edwardsville, IL 62026-1042
Fax #: 618/650-3332 (preferred) or 650-2081

Receipt Number: _____

Mark only one of the following:

- I will pick up. Allow 3-5 working days for processing. You must show a picture ID to pick up your transcript at the Service Center, Rendleman Hall, Room 1309.
- Mail transcripts to the following recipient at the following address (*one addressee per form*):

Recipient and Address:
