

# SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

## TRANSCRIPT REQUEST

|  |  |  |                     |          |      |          |
|--|--|--|---------------------|----------|------|----------|
| 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<br>(If not provided may delay processing) |  |  | Your Date of Birth  |          |      |          |
| SIGN HERE: _____   |  |  |                     |          |      |          |
| <i>Request will not be processed unless this form is signed.</i>             |  |  |                     |          |      |          |

**TRANSCRIPT FEE IS \$5.00 PER COPY.**  
Please allow a minimum of 3-5 working days for processing.

- ▶ Financial obligations to the University must be paid at the Bursar's Office, Rendleman Hall, room 1101 or online at [www.siu.edu/bursar/](http://www.siu.edu/bursar/) before transcripts can be issued.
- ▶ Multiple transcripts requested to be sent to the student will be issued in separately sealed envelopes.
- ▶ For transcript requests submitted by fax, payment may be made at the Office of the Bursar or paid online at: [www.siu.edu/bursar/](http://www.siu.edu/bursar/)

Enrolled before 1984: \_\_\_\_ YES \_\_\_\_ NO

Enrolled current term: \_\_\_\_ YES \_\_\_\_ NO

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

### INSTRUCTIONS FOR PROCESSING TRANSCRIPT:

#### Mark only one of the following:

- Process now.
- Process after degree award:  
\_\_\_\_\_ Term \_\_\_\_\_ Yr.
- Process after current term grades:  
 Check here if you are expecting early grades for courses which end prior to term end.  
\_\_\_\_\_ Term \_\_\_\_\_ Yr.
- Process after grade change:  
Course Number: \_\_\_\_\_  
\_\_\_\_\_ Term \_\_\_\_\_ Yr.

#### Special Instructions:

- Check here if you do NOT want transcript(s) sent to the student to be sealed in separate envelope(s).

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

#### 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

#### 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*):

Name of Organization/Individual: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_