

# Corporate College Services, Inc. Official Student Transcript Request Form

Complete this form and submit to CCS with a \$25 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 UPS Ground unless otherwise requested. Additional charges will apply for expedited shipping.

Requested by: \_\_\_\_\_

Address Change

Current Name: \_\_\_\_\_

LAST FIRST M.I.

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

NUMBER STREET

CITY STATE ZIP

Telephone: ( ) \_\_\_\_\_

Former/Maiden Name: \_\_\_\_\_

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: \_\_\_\_\_

## **PAYMENT INFORMATION:**

Payment Type:

Check  Money Order (Check and money order made payable to Corporate College Services, Inc.)

Credit Card Please circle: Visa MasterCard Discover

Card #: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

I authorize the release of my transcripts to the recipient indicated on this form. I certify that the above information is true and correct.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**NOTE:** Official transcripts are released only to third parties. 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.

Rev. 08/12/14