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**Official Student Transcript Request Form**

Please complete the below and submit to Registration@corporatecollegeservices.com. The transcript fee is $17.50.

**Note:** Correspondence and an invoice will be sent to the email address provided on this form. Processing time will take approximately 1 - 2 weeks after date of payment. Official transcripts will be sent via USPS unless otherwise requested. Additional charges will apply for expedited shipping.

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**Requested by:**  □ Address Change

Current Name:

 LAST FIRST M.I.

Current Address:

 NUMBER STREET

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CITY STATE ZIP

Telephone: ( ) Former/Maiden Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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. 02/2025