



COLORADO COLLEGE
1 8 7 4

TRANSCRIPT REQUEST FORM

Registrar's Office
Armstrong Hall
14 E. Cache la Poudre
Colorado Springs, CO 80903
Phone: 719.389.6610
Fax: 719.389.6931
Web: www.coloradocollege.edu
E-Mail: registrar@coloradocollege.edu

- Transcripts may be withheld for outstanding financial obligations to the College.
- Requests will not be processed without the student's signature.
- Each student is allowed 10 free transcripts each fiscal year (July 1-June 30). Additional copies are \$3.00 each.

Student Information

(Please complete all contact information)

Name: _____

Name while enrolled (if different from above):

CC Student ID #: (required for current students):

Date of Birth: ____/____/____

Permanent Mailing Address:

City _____ State _____ Zip _____

Country (if other than U.S.): _____

Telephone: _____
Circle one: Home Work Cell

E-mail: _____

Number of Copies: _____

GPA information is not automatically included for students who attended prior to 1985. Please note under special instructions if requested.

CURRENT STUDENTS ONLY

Do not process transcript request until grade for the following course is posted:

Course Name: _____

CRN & Course #: _____ Block #: _____

Special Instructions: _____

Pick up

Transcripts not picked up within **2 weeks** of request will be mailed to current address on file.

Mail To:

- Worner Box # _____
- Same as permanent mailing address

Name _____

Address _____

City _____ State _____ Zip _____

Country (if other than U.S.): _____

Standard Processing by U.S. Mail

Transcript will be sent by first class mail within 3-5 working days from our date of receipt. Delivery time with first class and air mail will vary depending on the location. **Please allow adequate time for your transcript to arrive at its destination.**

Express Service by Fed Ex Express service must be prepaid.

- \$25.00 (U.S. only) Overnight service for each address.

International Service rates vary by destination.

(____) - _____
Recipient **Phone # is Required** for delivery by FedEx

Federal Express does **NOT** deliver to PO Boxes.
Delivery with FedEx is overnight guaranteed.

Name as it appears on Credit Card (Please Print):

Credit Card # _____ / _____ / _____ / _____

Expiration Date: ____/____

We accept VISA, MC and Discover

In compliance with the Family Educational Rights and Privacy Act of 1974, transcripts will not be released to a third party without the student's written consent. I also understand that transcripts will not be issued if a financial hold exists on my account.

I hereby authorize the release of my transcript :

Student signature

Date