



COLORADO COLLEGE

UNOFFICIAL TRANSCRIPT REQUEST FORM

Registrar's Office | Armstrong Hall, 14 E. Cache la Poudre Colorado Springs, CO 80903

PH: 719.389.6610 | Fax: 719.389.6931 | Web: www.coloradocollege.edu | Email: registrar@coloradocollege.edu

- Transcripts may be withheld for outstanding financial obligations to the College.
- Requests will not be processed without the student's signature.

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 code

Country (if other than U.S.)

Telephone: _____
(Circle one): Home Work Cell

Email

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 ID# Block #

Special Instructions: _____

Pick up

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

Mail To:

Email to _____

- CC Box # _____
- Same as permanent mailing address
- Other

Name

Address

_____/_____/_____
City State Zip code

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.

(____) ____ - ____ ext. ____

Recipient **Phone # is Required** for delivery by FedEx

Federal Express does **NOT** deliver to PO Boxes.

Delivery with FedEx is overnight guaranteed (U.S. only)

*** If emailing a FEDEX request, please include "FEDEX" in subject line**

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