

All financial obligations to the university must be cleared before transcripts will be released.

Indicate which transcript(s) you are requesting: Undergraduate (Associate/Bachelors) Graduate (Masters) Both

Please TYPE or PRINT legibly in the spaces below. If this form is not filled out completely, delays may result.

Last Name _____ First Name _____ MI _____

Other names used _____ Email Address: _____

Student ID Number (if unknown, use SSN) _____

Current Address _____

City _____ State _____ Zip _____ Contact Number (_____) _____

Check this box if you would like the university to update your mailing address with the above information.

Student signature for release of transcript _____ Date _____

Recipient Information: Shawnee State University does not fax transcripts. Please choose only one option below.

In-person pick up. I hereby authorize _____ to pick up this transcript on my behalf.

Please mail to address below (Complete a separate request form for each recipient. You are responsible for providing the recipients correct name and address.)

To: _____
 Attention: _____
 Address 1: _____
 Address 2: _____
 City: _____ State: _____ Zip: _____ Country: _____

Other actions: (Check all that apply)

I am currently enrolled. Please hold transcript until my grades for the following term are available:
 Please hold transcript until my degree statement has been added. (recent graduates only)

Summer
 Fall
 Spring

Payment Information \$3.00 fee per copy of transcript. *US Express Mail: \$22.95 fee / International Express Mail: \$59.52 fee or contact the SBC for alternate international mailing options at 740-351-4734, option 2.

Number of copies _____ x \$3.00 = _____ Express Mail

Check or Money Order (enclosed) Credit Card Visa MasterCard Discover

Credit Card Number _____

Exp. Date _____ 3-digit security code (located on back of the card) _____

Name of cardholder (as it appears on the card) _____

Cardholder's Mailing Address Street _____ City _____ State _____ Zip _____

Signature of cardholder (if different than student) _____

If Faxing: 740.351.3435
 Attn: Student Business Center

If Mailing: Shawnee State University
 Attn: Student Business Center
 940 Second Street
 Portsmouth, OH 45662

If Emailing: sbc@shawnee.edu

