

# Official Transcript Request



## GENERAL INFORMATION AND INSTRUCTIONS

- There is a fee of \$5.00 per transcript. Payment must be cash, check or money order (payable to Beloit College). If you prefer to pay by credit or debit card, please submit an online request at [getmytranscript.com](http://getmytranscript.com).
- Expedited services are available for an additional fee for orders submitted at [getmytranscript.com](http://getmytranscript.com).
- Requests are processed within 2-5 business days of receipt.
- Transcripts cannot be released if a hold has been placed on your account by Accounting or Financial Aid.
- Don't forget to sign! Your handwritten signature is required by federal law for release of your transcript.
- Mail completed request with payment to: **Office of the Registrar, Beloit College, 700 College St, Beloit, WI 53511**

## PERSONAL INFORMATION

Name (Last, First Middle): \_\_\_\_\_

Name when attending: \_\_\_\_\_

Student ID (if known): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Street 1

Street 2

City

State

Zip

Country

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

## REQUEST INFORMATION

### I AUTHORIZE BELOIT COLLEGE TO RELEASE MY TRANSCRIPT TO THE FOLLOWING RECIPIENT:

*If transcripts are to be sent to multiple addresses, please use additional forms.*

Organization/Recipient Name: \_\_\_\_\_

Attention: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip, Country: \_\_\_\_\_

Please wait to send until:

Current semester grades are awarded

Degree is awarded

Number of Copies: \_\_\_\_\_ (\$5.00 per transcript) Amount Enclosed: \$ \_\_\_\_\_

Reason for Request:  Transfer  Job Application  Scholarship  Graduate School  Other: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### REGISTRAR'S OFFICE USE ONLY

Accounting (released \_\_\_\_\_)

Payment Received \$ \_\_\_\_\_

Issued By: \_\_\_\_\_

Financial Aid (released \_\_\_\_\_)

Check/MO (# \_\_\_\_\_)  Cash

Date Issued: \_\_\_\_\_