



## TRANSCRIPT REQUEST FORM

\_\_\_\_\_  
Last Name (Please print) First Name MI

\_\_\_\_\_  
Former Name(s) if applicable

\_\_\_\_\_  
Current Street Address Home Phone Number

\_\_\_\_\_  
City, State, Zip Cell Phone Number

\_\_\_\_\_  
Student ID Number Social Security Number Birthdate (mm/dd/yy)  
(or last 4 digits)

\_\_\_\_\_  
Program of Study Dates Attended

### Types of Transcripts

**Official Transcripts** are printed on security paper which includes the Davis College seal and the Registrar's signature. Please allow 5 – 10 days for processing.

**Unofficial Transcripts** are printed on plain paper and stamped *Unofficial*. These may be processed when request is submitted.

**Payment is due at the time of request.** Fees may be paid by cash, check, or credit card. Credit card payments may be paid online.

Official Transcripts are \$10.00 per copy. Amount paid \_\_\_\_\_

Unofficial Transcripts are \$5.00 per copy. Amount paid \_\_\_\_\_

To pay by credit card: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_ 3 Digit Code: \_\_\_\_\_

### Authorization is given to process an official transcript of my grades for:

Myself  Send to above address  Call to pick up (phone #) \_\_\_\_\_

\_\_\_\_\_  
Name/School

Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature (Required for processing) Date

Official transcripts mailed to and/or picked up by the student are stamped *Issued to Student* and may not be considered as "official" by another institution. Official transcripts will not be processed for anyone with a past due financial obligation to Davis College.

The mission of Davis College is to provide graduates with marketable skills that enhance their employability.

4747 Monroe Street  
Toledo, OH 43623

T 419.473.2700  
800.477.7021

F 419.473.2472

E [learn@daviscollege.edu](mailto:learn@daviscollege.edu)

I [www.daviscollege.edu](http://www.daviscollege.edu)