



# UNOFFICIAL TRANSCRIPT REQUEST FORM

(Note: Requests are processed on a first come, first served basis.)

Name: \_\_\_\_\_ Name during attendance: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Birth Date: \_\_\_\_\_ SS# or Student ID#: \_\_\_\_\_

Year of Graduation or Dates of Attendance: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ (required)

Wait until current grades are posted

I will pick up the transcript

Send to: \_\_\_\_\_

Name

Address

City, State, Zip

Fax to: \_\_\_\_\_

Name

Fax Number

Email as pdf to: \_\_\_\_\_

Name:

Email address

### Overnight Fee:

**We mail for FREE via US Postal Service to US and international locations.** If you want overnight mail, you must include a current MasterCard or VISA # along with the expiration date below. Fees for overnight service are assessed by the overnight courier. NOTE: Overnight deliveries cannot be made to a PO Box; a street address must be provided.

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Send this completed form to:

Office of the Registrar

Dickinson College

P.O. Box 1773

Carlisle, PA 17013

or fax to: 717-245-1534

or you may email it as an attachment to: [transcript@dickinson.edu](mailto:transcript@dickinson.edu)