



# DAVIS COLLEGE

It's all about where you're going.

## 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 (or last 4 digits)	Birth date (mm/dd/yy)
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.

Official Transcripts are \$4.00 per copy.     Amount paid \_\_\_\_\_

Unofficial Transcripts are \$2.00 per copy.     Amount paid \_\_\_\_\_

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

Card holder'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.

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