

Revised June 2012

Transcript Request Form

			Receipt #
			Amount \$
<u>Perso</u>	nal Information:		
DSU II) #or	SSN#	
Name			e attending
	(First, Last, Middle Initial		
Date o	f Birth:(Month, Date, Yea		
Dates	, , ,	•	Currently Attending
Dates	of Attendance:(Start Date)	(Graduation Date)	Currently Attending
	Address:		
			Zip:
	ne Telephone:		
	Hold for pick-up (Available of the common of	for pick-up in 3-5 business day picking it up Fed Ex overnight delivery will	<u>)</u> be processed the same day per address
	Canada/Mexico for \$35.00, an	nd International for \$45.00)	United States, Allow 2-3 business days: the business day by 1:00 pm ET it will b
	available for pick-up within 2-	-3 hours after receipt for a tota	al charge of \$20.00)
		-3 hours after receipt for a tota	al charge of \$20.00) ress where transcript(s) will be mailed
Recipi		-3 hours after receipt for a tota	
<u>Recipi</u> Numbe	ent Information (Fill out a seer of Copies Requested:	-3 hours after receipt for a total	ress where transcript(s) will be mailed
Recipi Numbe	ent Information (Fill out a seer of Copies Requested:	-3 hours after receipt for a tota eparate request for each addi	ress where transcript(s) will be mailed
Recipi Numbe Organi Addres	ent Information (Fill out a seer of Copies Requested:zation/Names (Street Address only, no PO Bo	eparate request for each addi	ress where transcript(s) will be mail

Note: A transcript will not be released if you have any current holds on your account, so please check your account prior to making a payment and submitting this form. In accordance with federal law, records will not be released without the student consent. *DURING BUSY PERIODS, SUCH AS REGISTRATION, PRE-REGISTRATION, FINAL EXAMINATIONS, COMMENCEMENT, AND SPECIAL PROJECTS, ADDITIONAL TIME WILL BE NEEDED. WE APPRECIATE YOUR PATIENCE.*



Transcript Delivery Methods	Delaware State University & National Student ClearingHouse Fees	<u>Time</u>
Mail	\$10.00	3-5 Business Days
Hold for pick-up	\$10.00	3-5 Business Days
Expedite (Per Address)		
A. United States	\$30.00	Overnight
B. Canada/Mexico	\$35.00	2-3 Business Days
C. International	\$45.00	2-3 Business Days
Same Day Pick-Up	\$20.00	Same Day

Applying Online:

Go to the National Student ClearingHouse web page, www.studentclearinghouse.org Click on the "Order/Track Transcript" button and then follow the instructions to complete the order.