


## TRANSCRIPT REQUEST FORM

**Phone: 610-799-1774**

PLEASE PRINT LEGIBLY TO AVOID DELAY IN PROCESSING

SOCIAL SECURITY NUMBER	D.O.B.	STUDENT ID NUMBER	<b>IMPORTANT!</b> A transcript will not be issued until all outstanding obligations due to the college are cleared.  <b>INSTRUCTIONS:</b>  <b>TO ORDER TRANSCRIPTS (NO FEE)</b> 1. MAIL: Completed form to Enrollment Services 4525 Education Park Drive Schnecksville, PA 18078-2598 2. ENROLLMENT SERVICES FAX: 610-799-1173 3. IN PERSON: Complete form, submit to Enrollment Services with Photo ID.  Please allow up to seven (7) business days for processing.
NAME (Last, First, Middle)		MAIDEN/OTHER NAME	
CURRENT ADDRESS			
CITY, STATE, ZIP CODE			
TELEPHONE NUMBER		DATE OF REQUEST	
STUDENT'S SIGNATURE 			
In accordance with federal law, records cannot be released without the written consent of the student. Be sure to sign this form! Your signature is required.			
PLEASE MAIL TRANSCRIPTS TO THE ADDRESS(ES) LISTED BELOW:			
# of copies requested _____		# of copies requested _____	
Name/Institution		Name/Institution	
Address		Address	
City, State, Zip		City, State, Zip	
# of copies requested _____		# of copies requested _____	
Name/Institution		Name/Institution	
Address		Address	
City, State, Zip		City, State, Zip	

SPECIAL INSTRUCTIONS FOR THIS REQUEST:

**Official Transcripts will not list  
In-Progress Courses.**

☐ Send Transcript Immediately

☐ Hold Transcript for Final Grades

☐ Fall

☐ Spring

☐ Summer

☐ 1st 5-week option

☐ 2nd 5-week option

☐ 10-week option

☐ Hold Transcript for Degree