

## South Suburban College

15800 South State Street South Holland, IL 60473

Phone: 708-596-2000, ext. 2326 Fax: 708-225-5806

- 1. Please print with Black ink only
- 2. Please fill out one form for each address needed
- 3. If signature line is not completed, transcript will not be released
- 4. Please keep in mind, ONLY COURSES WITH COMPLETED GRADES WILL APPEAR
- 5. Fees must be paid with request before transcript will be released

Last Name	First Name	MI	Stu	dent ID or Social	
Street Address	City		State	Zip Code	
Home Phone	Alternate Phone		Last Term of Attendance		
Please check all that apply:					
□ Credit □ Non-Credit (Personal Intere □ Send Placement Test Scores: Yes	,	and non-credit)	☐ When degree/certificate has been posted ☐ End of Current Term (after grades have been posted)		
Signature (Authorizes release of infe	ormation)		Date		
Mail To (Student is responsible fo	r this information) s is incorrect; requestor is respon		ddress listed above another transcript**		
Name of College/Institution			Attention		
Street Address	City		State	Zip	
All same day and overnig	YOU MUST SE		n. in order to be processed t	nat same day	
TRANSCRIPT MAILED	<b>\$ 5.00</b> (per copy)	C A	ENDING TRANSCRIPT CERTIFIE cost per Transcript dditional fee for same day process dditional fee for certified mail	\$5.00	
IMMEDIATE TRANSCRIPT Cost per Transcript Additional fee for same day processing Total Due	\$5.00 <u>\$15.00</u> <b>\$20.00</b>	C A	OVERNIGHT TRANSCRIPT  cost per Transcript dditional fee for same day process dditional fee for overnight FED EX  Total Du	\$5.00 sing \$15.00 <u>\$15.00</u>	
official Transcript (s) Quantity	and/or Unofficial	Transcript (1 free)	Total Amo	ount Due	
Official Use Only					
□ Cash □ Check #	□ VISA □ MasterCard	□ Discover			
Credit Card Number:			Exp. Date:	_CCV#	
Money processed by	Date				

**Request for Transcript of Academic Record**