



# Southern Union

STATE COMMUNITY COLLEGE  
WADLEY, AL 36276  
256-395-2211

## TRANSCRIPT REQUEST FORM

			Student Number/ Social Security Number	
Student Name			List all previous names	
Street address				
City			Date of Birth	Currently Enrolled ___yes ___no
State	Zip Code	Phone:	Cell:	

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

This authorizes the release of my Southern Union State Community College Transcript to:

- Mail Now
- Pick up transcript (UNOFFICIAL ONLY)
- Hold for current grades

Please Mail _____Number of Copies		Name of College:	
Address:			
City	State	Zip Code	

### THIS SPACE FOR REGISTRAR'S OFFICE ONLY

- We cannot release you transcript(s) due to the following hold on your account:
  - Incomplete Student Record File
  - Financial Obligation
    - Please contact the Business Office (ext 5482 or 5113)
    - Please contact the Financial Aid Office ( ext 5162)
    - Please contact the Library (ext 5130)
- Your file can not be located under names given. Please include additional information in previous names section.
- Once all obligations are fulfilled please resubmit this transcript request.**

Transcript processed on \_\_\_\_\_ by \_\_\_\_\_

You can submit your transcript request **online** through the online access or by one of the following methods:

Bring in person to the Records Office/ Student Services

Or Mail to: P.O. Box 1000, Wadley, AL 36276

*Southern Union does **NOT** accept faxed transcript request nor do we fax transcripts.*