

OFFICIAL TRANSCRIPT REQUEST FORM

Mail your transcript request to:
Registrar's Office at Cornell College
600 First Street SW
Mt. Vernon, IA 52314-1098
Phone: 319-895-4372

Please use one form for each transcript. **This form is your mailing label!** The fee for transcripts sent by First Class mail is \$5.00 per transcript and must be received with this form (check or money order only).

If you would like your transcript sent by fax, there is an additional \$5.00 fee. Faxed transcripts are not considered official. Please provide the fax number, phone number, and name of the recipient.

Transcripts may be sent by an expedited delivery service. [Please click here for details.](#)

CORNELL COLLEGE – TRANSCRIPT REQUEST FORM #1

Requests are processed on Tuesdays & Fridays.

Current student? () yes () no Student ID or SSN _____

Transcript to be mailed:
() as soon as possible
() after current term's grade is posted
() after degree information is posted

Name _____
Last First Middle Maiden/Former Names

Signature _____ Date _____

If not a currently enrolled student, please provide the following information:
Last year attended: _____

Number of copies: ____ If more than 1 copy requested, include in same envelope? _____

I request the Registrar to send my transcript to ↓

List name & address

Current Address: Street _____
City, State & Zip _____
Current Phone _____

No transcript can be issued for former students who are in debt to the College.

CORNELL COLLEGE – TRANSCRIPT REQUEST FORM #2

Requests are processed on Tuesdays & Fridays.

Current student? () yes () no Student ID or SSN _____

Transcript to be mailed:
() as soon as possible
() after current term's grade is posted
() after degree information is posted

Name _____
Last First Middle Maiden/Former Names

Signature _____ Date _____

If not a currently enrolled student, please provide the following information:
Last year attended: _____

Number of copies: ____ If more than 1 copy requested, include in same envelope? _____

I request the Registrar to send my transcript to ↓

List name & address

Current Address: Street _____
City, State & Zip _____
Current Phone _____

No transcript can be issued for former students who are in debt to the College.