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

Transcript ordering fees:
For transcripts ordered in person or by mail there is a $10 fee per transcript requested which must be received with this form (check or money order only). Please use one form for each non-electronic transcript request. **This form is your mailing label!**
Transcripts sent by First Class mail.

Transcripts ordered electronic through the National Clearinghouse have a $5 fee for each transcript requested.

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 for an additional charge.

CORNELL COLLEGE – TRANSCRIPT REQUEST FORM #1

Requests are processed on Tuesdays & Thursdays.

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

Name

Last First Middle Maiden/Former Names

Signature ___________________________ Date ___________________

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

_____________________________________

& address 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 & Thursdays.

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

Name

Last First Middle Maiden/Former Names

Signature ___________________________ Date ___________________

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

_____________________________________

& address City, State & Zip

Current Phone

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