

# 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 \_\_\_\_\_

Transcript to be mailed:

Name \_\_\_\_\_  
Last First Middle Maiden/Former Names

( ) as soon as possible  
( ) after current term's grade is posted  
( ) after degree information is posted

Signature \_\_\_\_\_ Date \_\_\_\_\_

If not a currently enrolled student, please provide the following information:

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

Last year attended: \_\_\_\_\_

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 & Thursdays.

Current student? ( ) yes ( ) no Student ID or SSN \_\_\_\_\_

Transcript to be mailed:

Name \_\_\_\_\_  
Last First Middle Maiden/Former Names

( ) as soon as possible  
( ) after current term's grade is posted  
( ) after degree information is posted

Signature \_\_\_\_\_ Date \_\_\_\_\_

If not a currently enrolled student, please provide the following information:

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

Last year attended: \_\_\_\_\_

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.**