




**TRANSCRIPT REQUEST FORM**

**Phone: 610-799-1774**

PLEASE PRINT LEGIBLY TO AVOID DELAY IN PROCESSING

SOCIAL SECURITY NUMBER	D.O.B.	STUDENT ID NUMBER	<b>IMPORTANT!</b> A transcript will not be issued until all outstanding obligations due to the college are cleared.  <b>INSTRUCTIONS:</b>  <b>TO ORDER TRANSCRIPTS (NO FEE)</b> 1. MAIL: Completed form to Enrollment Services 4525 Education Park Drive Schnecksville, PA 18078-2598 2. ENROLLMENT SERVICES FAX: 610-799-1173 3. IN PERSON: Complete form, submit to Enrollment Services with Photo ID.  Please allow up to seven (7) business days for processing.
NAME (Last, First, Middle)		MAIDEN/OTHER NAME	
CURRENT ADDRESS			
CITY, STATE, ZIP CODE			
TELEPHONE NUMBER		DATE OF REQUEST	
STUDENT'S SIGNATURE 			

In accordance with federal law, records cannot be released without the written consent of the student. Be sure to sign this form! Your signature is required.

PLEASE MAIL TRANSCRIPTS TO THE ADDRESS(ES) LISTED BELOW:

# of copies requested _____	# of copies requested _____
Name/Institution	Name/Institution
Address	Address
City, State, Zip	City, State, Zip
# of copies requested _____	# of copies requested _____
Name/Institution	Name/Institution
Address	Address
City, State, Zip	City, State, Zip

SPECIAL INSTRUCTIONS FOR THIS REQUEST:

- Send Transcript Immediately
- Hold Transcript for Final Grades
  - Fall     Spring     Summer
  - 1st 5-week option     2nd 5-week option     10-week option
- Hold Transcript for Degree

**Official Transcripts will not list  
In-Progress Courses.**