

**TRANSCRIPT REQUEST FORM**

<i>Present Name</i> _____	<i>Social Security Number or ID #</i> _____	<i>Birth Date</i> _____
<i>Address</i> _____	<i>Area Code and Phone Number</i> _____	
<i>City, State and Zip</i> _____	<i>Name while attending Prairie State College</i> _____	

<p>Are you presently attending PSC?    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Did you attend PSC last semester?    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If no, when did you last attend PSC? Semester: _____ Year: _____</p> <p>Have you received a PSC degree?    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, Type: _____ Date Awarded _____</p>	<p><b>SEND TRANSCRIPTS: (Check One)</b></p> <p><input type="checkbox"/> Now</p> <p><input type="checkbox"/> Hold until grades are available</p> <p style="padding-left: 40px;"><input type="checkbox"/> Fall                      <input type="checkbox"/> Spring                      <input type="checkbox"/> Summer</p> <p><input type="checkbox"/> Hold until _____</p> <p style="padding-left: 40px;">Type of degree/certification is granted this term.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Month and Year</i></p>
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**Indicate:**  **Pickup OR**  **Mail transcript to:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fees:**

- Unofficial Student Copy/\$2.00 (same day service)
- Official PSC Transcript/\$2.00 (3-5 business days)
- Real Estate Appraisal (3-5 business days)
- Real Estate Transactions (3-5 business days)
- Home Inspection (3-5 business days)

\_\_\_\_\_ **Total Number of Copies**                      Amount **Paid** \_\_\_\_\_ Amount **Due** \_\_\_\_\_

**Ordered: Student Signature** \_\_\_\_\_ Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

**Picked up: Student Signature** \_\_\_\_\_ Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

**Transcript Ordering Instructions:**

1. Print out form.
2. Fill out necessary information and sign and date form.

**You have three options for ordering your transcripts.\***

- A. Mail form with check or money order made out to Prairie State College. Cost is \$2 per transcript requested (official or unofficial) transcript requested.

Return the form to:                      **Office of Admissions & Enrollment Services**  
 Prairie State College  
 202 South Halsted Street  
 Chicago Heights IL 60411  
 (708) 709-3516

- B. Fill out the form, sign, date it and write CREDIT CARD PAYMENT/ or your receipt number on form if you've already contacted the Business Office at (708) 709-3577 to pay by credit/debit before faxing it to Admissions (708) 709-3951. You must contact the Business Office at (708) 709-3577 to pay by credit/debit card. Please tell them how many transcripts you are ordering on your faxed request form.

- C. Fill out our form and bring your form and payment to the Prairie State College Business Office, in person, during regular business hours. Inform them of the total number of transcripts you're requesting and make your payment. Bring your complete transcript request form and receipt for payment to the Admissions Office to submit for processing.

\*Transcripts are processed by the Admissions Office when all student financial accounts are cleared of any balances.