

Present Name \_\_\_\_\_ Social Security Number or Student ID Number \_\_\_\_\_ Maiden Name and/or Other Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Daytime Phone (with area code) \_\_\_\_\_ Evening Phone (with area code) \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_  Presently attending  I attended prior to 1984

<p><b>Send Transcripts: (check one)</b>  <input type="checkbox"/> Now <input type="checkbox"/> Hold until final grades are posted  <input type="checkbox"/> Hold until degree/certificates are posted</p> <hr/> <p>Degree/certificate _____</p> <p><b>Indicate:</b> <input type="checkbox"/> Pick-up <b>OR</b> <input type="checkbox"/> Fax (unofficial only) ( _____ ) _____ - _____  <input type="checkbox"/> Mail transcript to: _____</p> <p>_____                  *Organization or Individual</p> <p>_____                  Attention</p> <p>_____                  *Address</p> <p>*City _____ *State _____ *Zip Code _____</p> <p><small>*Required. If address is incorrect, student is responsible for ordering and paying for an additional transcript.</small></p>	<p><b>Fee and Quantity:</b>  <input type="checkbox"/> Unofficial copy (<i>processing time: same day service</i>) _____ quantity</p> <p><i>The following have a processing time of 3-5 days</i></p> <p><input type="checkbox"/> Official copy _____ quantity <input type="checkbox"/> Real Estate Appraisal _____ quantity  <input type="checkbox"/> Home Inspection _____ quantity <input type="checkbox"/> Real Estate Transactions _____ quantity</p> <p><b>Transcript fee is \$2.00</b> (faxing an unofficial transcript is an additional \$2.00 fee)</p> <p>Total number of copies _____ Total amount due \$ _____</p> <p><b>NOTE:</b> Unofficial transcript requests for faxed delivery must be received by 11 a.m. for same day service.  <b>NOTE:</b> Transcripts being held for pick-up will be mailed to the address indicated above if not retrieved within two weeks.</p>
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Ordered: Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

Pick-up: Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

<p><b>Bus. Ofc. Use Only:</b>                  Receipt # _____                  Amount Paid _____</p>
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**Instructions:**

1. Print out the transcript request form.
2. Complete the form with the necessary information.
3. Return the completed transcript request form to the Office of Enrollment Services using one of the following delivery methods:
  - a. Mail the form with a check or money order payable to Prairie State College. The completed form and payment should be mailed to:

Office of Enrollment Services  
 Prairie State College  
 202 South Halsted Street  
 Chicago Heights, IL 60411

- b. Fax the form to the Office of Enrollment Services at 708-709-3951. Prior to faxing the request, call the Business Office at 708-709-3577 and pay the transcript request fee. After the fee is paid, you will be provided a receipt number. Write the receipt number on your transcript request form.
- c. Bring the form to the Office of Enrollment Services located on the main campus at 202 South Halsted Street in Chicago Heights, Illinois. Prior to submitting the form visit the Business Office also located on our main campus to pay the transcript request fee.

**Note:**

- Please allow 3-5 days for internal processing.
- Forms received after 1:00 p.m. will not be processed until the next business day.
- Transcript request forms will be processed after all financial account balances are cleared.