Carthage College Transcript Request Form
2001 Alford Park Drive
Kenosha, WI 53140
(262) 551-6100

Student ID Number: ____________________

Student Name (Please Print): ________________________________

I am a: □ Current Student  □ Former Student (Last date of attendance: ____________________)

I need an: □ Unofficial Transcript  □ Official Transcript

Please send my transcript: □ Now  □ After my grades have been posted  □ After my degree has been posted

I am requesting my transcripts for: □ Scholarship Application
                                 □ Employment
                                 □ Transferring to another school
                                 □ Graduate School Application
                                 □ Other: ________________________________

I hereby give my permission for my academic transcript to be sent to the destinations listed below:

Student Signature: ___________________________________________ Date: ______________

Transcript Destinations

Official transcripts ordered through the Office of the Registrar can be sent by mail. Unofficial transcripts can be sent by mail or fax.

Recipient 1: __________________________________________________ Number Requested ______
Address/Fax: __________________________________________________________
City: __________________________ State: __________ Zip Code: ______________

Recipient 2: ___________________________________________________ Number Requested ______
Address/Fax: __________________________________________________________
City: __________________________ State: __________ Zip Code: ______________

Recipient 3: ___________________________________________________ Number Requested ______
Address/Fax: __________________________________________________________
City: __________________________ State: __________ Zip Code: ______________

Please include payment by cash or check with your order. Checks can be made out to Carthage College. Official Transcripts are $10 for the first transcript, with an additional $6 per additional transcript in the same request. Unofficial transcripts are free of charge.

Office Use Only: □ Cannot Issue due to Business Office Hold  Date Processed: ___/___/____
□ Free Copy
□ Paid Copies $10.00 ---------------------------------- $10.00
                                 +
                                 Number of additional copies _______ X $6.00 = _______
                                 Paid: □ Cash  □ Check