



Transcript Request Form

Each transcript is \$10.00. Payment must be paid at time of the request. Requests for transcripts typically are processed within five (5) business days, and up to seven (7) business days for records before 1998. Transcripts that are needed on a rush basis for pick up are \$20.00 per copy and will be processed within 24 hours of receipt of request. Transcript requests will not be processed until all financial obligations to the college are satisfied. Please complete a separate request for each recipient.

PLEASE COMPLETE ALL FIELDS BELOW

First Name

Middle Initial

Last Name

Name While Attending School

Social Security #

Date of Birth

Year(s) of Attendance

Student ID No. (If known)

Current Address

City

State

Zip

Phone #

Email

Signature

Date

Mail To:

☐ **SEND NOW**

☐ **HOLD for PICK UP**
(Additional fees apply)

☐ **HOLD for FINAL GRADES**

FOR OFFICE USE ONLY:

Date Received: _____ **Cash/MO** ☐ **Amount:** _____

Date Completed: _____ **Check** ☐ **Amount:** _____

No. of Copies: _____

ANDREW COLLEGE

Office of the Registrar
501 College Street
Cuthbert, GA 38940