UNOFFICIAL TRANSCRIPT REQUEST

An Unofficial copy of a transcript does not bear the Registrar’s signature or the University Seal, and it is not for official use. If you would like to order an Official transcript, please visit www.getmytranscript.com.

Unofficial transcript requests are normally processed within 3-5 business days of receipt; however, processing time may be longer during periods of peak registration or at the end of the semester.

Academic Records can only be released to the student. If picking-up an unofficial transcript in person, a photo ID will be required.

NAME_________________________________________ DATE______________

CALDWELL UNIVERSITY ID#__________ PHONE#____________________

PLEASE CIRCLE ONE: MAIL PICK UP FAX

MAIL TO:_________________________ FAX TO:_____________________

_________________________________________ FAX#_____________________

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STUDENT SIGNATURE________________________________________

01/17