

### TRANSCRIPT REQUEST FORM

The average turnaround time is 24 hours from the time we receive your request; however, allow up to 5 days for processing from receipt of request.

Please allow 3-4 weeks processing for an Apostille.

Please print out form and fax to: 517-629-0476 or mail to: Albion College

Office of the Registrar  
611 E. Porter St.  
Albion, MI 49224

**WE DO NOT FAX OUT TRANSCRIPTS**

Last Name, First, Middle:	
Maiden <i>(if applicable)</i> :	
Phone #:	Student #
E-mail:	
Street address:	
City:	CURRENT STUDENT <input type="checkbox"/>
State:	GRADUATED <input type="checkbox"/> YR: _____
Zip:	OTHER <input type="checkbox"/> DATES OF ATTENDANCE: _____
Number of copies requested:	
check one: <input type="checkbox"/> Please release immediately <input type="checkbox"/> Hold for courses in progress <input type="checkbox"/> Hold for grade change	
Forward transcript to the following address: (Supplying a correct and complete address is the responsibility of the requestor.)	
I will pick up _____	
Signature:	Date:

**As a service to Albion former and current students, the College is no longer charging a transcript fee. This service is made possible by the financial support of alumni who give to the annual fund each year.**

Special handling costs are charged to students.

Transcripts will not be released without the student's signature or if you have an outstanding debt with the College.