



# Albion College

## TRANSCRIPT REQUEST FORM

The average turnaround time is 24 hours from the time we receive your request. However, please allow up to 5 days for processing from receipt of your request during high volume times.

Please print this form, fill out and sign.

The completed form may be scanned and e-mailed to: [Registrar@albion.edu](mailto:Registrar@albion.edu) or mailed to: Albion College, Office of the Registrar, 611 E. Porter St., Albion, MI 49224.

**WE DO NOT FAX OR E MAIL TRANSCRIPTS**

Last Name, First, Middle:		
Maiden (if applicable):		
Phone #	E-Mail:	
Street address:		
City:	State:	Zip:
If this is a new permanent address, do you want your student records updated: <input type="checkbox"/> Yes <input type="checkbox"/> No		

ALBION COLLEGE STUDENT #	CURRENTLY ENROLLED: <input type="checkbox"/> Yes <input type="checkbox"/> No
	GRADUATED: _____ Year
	OTHER: _____ <i>dates of attendance</i>

NUMBER OF COPIES REQUESTED:	CHECK ONE:	
	Please release immediately	
	Hold for courses in progress	
	Hold for courses in progress and degree awarded	
	Hold for grade change	

I would like to pick up my transcripts: _____
I would like my transcripts mailed to the following: <i>(supplying a complete and correct address is the responsibility of the requestor)</i>
Recipient:
Attention:
Address :
Address :
Address :
City/State/Zip:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*This must be a hand written signature*

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 the student.

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