

Present Name _____ Maiden Name and/or Other Name _____ Student ID Number/Social Security Number _____

Street Address _____ City _____ State _____ Zip Code _____

Date of Birth _____ Daytime Phone (with area code) _____ Evening Phone (with area code) _____

Dates of Attendance: _____ to _____ Presently attending I attended prior to 1984 (Note: additional processing time may be required.)

Send Transcripts: (check one) Now Hold until final grades are posted Hold until degree/certificates are posted _____			
_____ degree/certificate			
Indicate: <input type="checkbox"/> Pick-up OR <input type="checkbox"/> Fax (unofficial only) (_____) _____ OR			
<input type="checkbox"/> Mail transcript to _____			
*Organization or Individual _____		Attention _____	
*Address _____	*City _____	*State _____	*Zip Code _____
<small>*Required. If address is incorrect, student is responsible for ordering and paying for an additional transcript.</small>			
Reason for ordering transcript: <input type="checkbox"/> education <input type="checkbox"/> work <input type="checkbox"/> personal <input type="checkbox"/> other _____			
Fee and Quantity: Processing time: Same day**		Processing time: 3-5 days	
<input type="checkbox"/> Official copy (same day service)	\$5.00 _____ quantity	<input type="checkbox"/> Official (3-5 bus. days)	\$3.00 _____ quantity
<input type="checkbox"/> Unofficial copy (fax service)	\$5.00 _____ quantity	<input type="checkbox"/> Real Estate Broker (3-5 bus. days)	\$3.00 _____ quantity
<input type="checkbox"/> Unofficial (same day service)	\$3.00 _____ quantity	<input type="checkbox"/> Home Inspection (3-5 bus. days)	\$3.00 _____ quantity
		<input type="checkbox"/> Real Estate Appraisal (3-5 bus. days)	\$3.00 _____ quantity
**Unofficial transcript requests for faxed delivery/official same day service requests must be received by 2 p.m. for same day service.			
Note: Processing time references the time required to produce the transcript, it does not include mailing time. Transcripts being held for pick-up will be mailed to the address indicated above if not retrieved within one month.			

Ordered: Student Signature _____ Date _____ Staff Initials _____

Pick-Up: Student Signature _____ Date _____ Staff Initials _____

Bus. Office Use Only:

Receipt # _____

Amount Paid _____

If you have a past due balance with the college, you cannot obtain unofficial or official transcripts. For more information, call the Business Office at (708) 709-3577.

- Instructions:**
1. Print out the Transcript Request Form.
 2. Complete the form with the necessary information.
 3. Return the completed Transcript Request Form to the Office of Enrollment Services using one of the following delivery methods:
 - a. Mail the form with a check or money order payable to Prairie State College. The completed form and payment should be mailed to:

Office of Enrollment services
Prairie State College
202 S. Halsted St.
Chicago Heights, IL 60411
 - b. Fax the form to the Office of Enrollment Services at (708) 709-3951. Prior to faxing the request, call the Business Office at (708) 709-3577 and pay the transcript request fee. After the fee is paid, you will be provided a receipt number. Write the receipt number on your Transcript Request Form.
 - c. Bring the form to the Office of Enrollment Services located on the main campus at 202 S. Halsted St., in Chicago Heights, IL. Prior to submitting the form, visit the Business Office, also located on our main campus, to pay the transcript request fee.

- Note:**
- Please allow 3-5 days for internal processing.
 - Forms received after 2 p.m. will not be processed until the next business day.
 - Transcript request forms will be processed after all financial account balances are cleared.