

Deliver this form in person or by mail to the Records Office with the appropriate \$5.00 fee.

REQUEST FOR TRANSCRIPT FOR PLACEMENT CREDENTIALS

(Please Print or Type)

Name _____ Social Security Number _____
Last First Middle/Maiden

I request that an official E.I.U. transcript marked **ISSUED TO CAREER SERVICES** be sent to that office to be incorporated into my placement credentials.

Further, I understand as stated in the EIU catalog, "unless specific instructions are given to the contrary, it is understood that the Records Office has permission of the student to send his/her transcript to employing and certifying agencies, such as schools, boards of education, businesses, and the state department of education, when such an agency requests it".

Signed: _____

Check when you wish your transcript(s) sent:

Date: _____

A. Now _____; OR

Permanent

B. After grades are posted for:

Address: _____

_____ Semester _____ Year OR

C. After graduation is posted* for

_____ Semester _____ Year

Major: _____

With Teacher Certification ____ Yes ____ No

Degree: _____

The cost of **each** transcript is \$5.00. This cost is separate and distinct from charges from Career Services.

* Approximate time for graduation being posted is six (6) weeks following the close of the semester.