

PRINT THIS FORM –MAIL TO: Eastern Illinois University, Office of The Registrar, 600 Lincoln Ave, Charleston, IL 61920-3099 or FAX TO: 217-581-3412 Call **217-581-3511 to confirm your fax has been received.** We do not make long distance calls. **All transcripts are sent standard U.S. mail unless otherwise requested.**

- Complete a separate request for each organization or individual
- Fee must accompany request. Check/money orders made payable to Eastern Illinois University. Credit card information should accompany faxed requests. (See credit card box on form)
- Transcripts are not issued for any student having any indebtedness to Eastern.
- All transcripts are official (unless faxed). Transcripts sent to students will be marked ‘Official Transcript Issued to Student’. Transcripts requested in Sealed Envelopes will be stamped across the flap stating that if the seal is broken the transcript is unofficial.

Please check **ANY** of the following that apply:

<input type="checkbox"/>	REGULAR processing (2-3 days) \$5.00 per copy.
<input type="checkbox"/>	RUSH processing (24 working hours) \$10.00 for the first copy and \$5.00 for each additional copy ordered with the same request.
<input type="checkbox"/>	IMMEDIATE (processed same day) \$15.00 for 1 st copy and \$5.00 for each additional copy ordered with same request. No immediate transcripts processed after 4:00 p.m.
<input type="checkbox"/>	FAXED transcript (not official when faxed) Choose one option: Processed as a Rush _____ (\$10.00) Processed as an Immediate _____ (\$15.00)
<input type="checkbox"/>	STAMPED ACROSS SEAL OF ENVELOPE AND RETURNED TO STUDENT (Stamped across flap stating that if the seal is broken the transcript is unofficial)
<input type="checkbox"/>	PICK UP -- Check if you wish to pick up your transcript. Photo I.D. is required at pick up.

DATE: _____ NUMBER OF COPIES: _____ SOC. SEC. # or E# _____

CURRENT FULL NAME _____

Signature _____ (No transcripts will be released without your signature)

E-Mail Address _____

PREVIOUS NAME(S) _____ BIRTH DATE _____

CURRENT ADDRESS _____

CITY _____ STATE _____ ZIP _____

<p>Eastern accepts payment of cash, checks, and money orders as well as Visa, MasterCard and Discover.</p> <p>Credit Card Number _____ - _____ - _____ - _____</p> <p>Expiration Date _____ Amount \$ _____</p> <p>By my signature I authorize Eastern to charge the credit card listed above.</p> <p>Signature of cardholder _____</p>

Name and Complete Address "OR" Name and Fax # --

To Which Transcript is to be Sent

(THIS IS A REQUIRED FIELD)

I am currently attending Eastern _____; I last attended Eastern (semester/year) _____; I attended Eastern prior to 1992 _____

Requests to be processed after grades or graduation are posted are accepted after April 15 for Spring, after July 15 for Summer and after October 15 for Fall.

Check when you wish your transcript to be sent:

<input type="checkbox"/>	Now
<input type="checkbox"/>	After Grades are posted for (semester/year) _____
<input type="checkbox"/>	After graduation is posted for (semester/year) _____

Generally, it takes up to 5 weeks after the close of the term for graduation to be posted on your transcript. ***If you are a new graduate and want to ensure that your degree will be posted on your transcript before it is sent, please mark "after graduation is posted for (semester/year)."***

MAJOR _____ DEGREE _____