REQUEST FOR ACADEMIC TRANSCRIPT

Please mail or fax this request to Eastern Illinois University, Office of the Registrar, 600 Lincoln Ave., Charleston, IL 61920

Phone: 217-581-3511    Fax: 217-581-3412    E-mail: records@eiu.edu

NAME: ____________________________________________

LAST                                    FIRST                                           MIDDLE/MAIDEN            NAME ON RECORD

E NUMBER ___________________________ DATE OF BIRTH ___________________________

An E number is not required but providing the information will expedite the processing of your order. Do not list your social security number.

CURRENT ADDRESS

STREET ADDRESS                             CITY     STATE     ZIP CODE

PHONE #_________________________ E-MAIL ADDRESS__________________________

SEND TRANSCRIPTS (Check only one)   Now_____ After grades are posted _____ After graduation is posted_____

Last in attendance at Eastern Illinois University?    Semester_________________ Year________________

_______ PICK UP TRANSCRIPT.  INDICATE THE NUMBER OF TRANSCRIPTS YOU WILL PICK UP IN PERSON.

If you are receiving your transcripts yourself, you may choose to have each transcript stamped across the seal of each envelope: “ISSUED TO STUDENT IN A SEALED ENVELOPE. UNOFFICIAL IF SEAL IS BROKEN”.

Indicate with an “x” in one of the following boxes: YES    NO

___ QUANTITY FOR MAIL.  INDICATE HOW MANY TRANSCRIPTS TO MAIL TO ADDRESS BELOW.

NAME

STREET ADDRESS

CITY     STATE     ZIP CODE

Payment should be made by check, cash, money order, or credit card (Visa, MasterCard or Discover only). Transcripts will be sent via U.S. mail. Transcripts may also be picked up in person at the Office of the Registrar.

Credit Card # ____________________________ EXP DATE: ____________________

Credit Card holder’s SIGNATURE_________________________ Date _________

**Fees are as follows. Check one processing fee choice:

$5.00    ☐ for REGULAR Processing (processed in order request is received. $5.00 per copy)

$10.00   ☐ for RUSH processing (processed next working day after receipt of request. $10.00 per copy)

$15.00   ☐ for IMMEDIATE processing (processed same day. $15.00 per copy). No immediate transcripts mailed after 2:30 p.m. or processed after 4:00 p.m.

Do you want an unofficial transcript faxed?   Faxed today for $15.00_____ Faxed next working day for $10.00_____

Name to which transcript should be faxed_________________________________ Fax number: __________________________

SIGNATURE REQUIRED FOR RELEASE OF ACADEMIC RECORDS

STUDENT SIGNATURE__________________________