



REQUEST FOR TRANSCRIPT(S)

Greenville College Records Office

315 E. College Avenue

Greenville, IL 62246

Telephone: (618)664-7023 Fax: (618)664-9775

1. STUDENT INFORMATION: (Please print CLEARLY)

Name:
Address:
City/State/Zip

Daytime Phone or email:

Current Students Campus Post Office # _____

Last Year of Attendance: _____

Social Security Number: _____ - _____ - _____

Last Name(s) used while at Greenville College, if different from above (Academic records remain under the name used at the time you left GC):

Check all that apply:

- Mail to student address (above)
- Mail to recipient address (below)
- Transcript to be picked up. (you will be notified via phone or email when ready for pick up)

2. RECIPIENT INFORMATION: (Person/Institution)

Please use a separate form for each recipient

To Name/Company/School:
Office/Attn:
Address:
City/State/Zip

★ **Signature:** _____

An important reminder: Your signature is required by federal law...we cannot process your request without it!

Date: _____

I attended in the following GC Program(s):

(Check items that apply)

- Undergraduate Traditional Program
- UTEP
- Organizational Leadership
Program: Cohort # _____
- Master's Program: _____
- Continuing Education _____
- Driver's Ed _____

Please check any further items that apply:

- Hold until grades recorded
- Hold until degree posted
- Additional special instructions:

FYI (FAQ's):

- ❖ Transcripts will be processed within 5 working days after receipt (exceptions may occur during holidays and at the beginning and end of terms)
- ❖ All transcripts mailed directly to the student will be individually sealed in an inner envelope with a label that reads: "GREENVILLE COLLEGE OFFICIAL TRANSCRIPT" and stamped with the Registrar's Signature
- ❖ 24-Hour processing requests must be received by 12:00 pm Central Standard Time or will be processed the next day

3. CHARGES:

(Please make checks payable to Greenville College)

- ❖ **Payment is due BEFORE processing**
- ❖ **Your account with Greenville College must have a ZERO balance before your transcript will be sent.** Contact the Business Office at (618)664-7013 if you have questions about the status of your account.

- \$3.00 charge per copy (current students)
- \$8.00 charge per copy (former students)
- \$20 additional charge for 24-hour processing (2 options)
 - Sent by UPS next day air - **U.S.A. only.** Must be street address, not a P.O. Box. Requests received on Friday after 12:00 pm will be sent on Monday
 - Same day service for pick-up. Must have request submitted by 12:00 p.m. Ready by 3:00 p.m.
- Foreign Special Delivery - contact the Records Office for costs & options

Payment Method: (Select One)

- Cash
- Check # _____

Total number of copies ordered _____

Total payment _____