



Transcript Request

- Transcripts cost \$7.00 each whether they are official (printed) or unofficial (e-mailed). PDF transcripts sent via e-mail are considered, and clearly marked, UNOFFICIAL
- Rush copies are an additional \$10.00 per order (ie. \$17.00 total for one, \$24.00 for two, \$31.00 for three).
- Standard transcript processing time is 5-7 working days internally. This does not include mailing time.
- Rush transcript processing time is 1-2 working days internally. This does not include mailing time. A \$10.00 extra fee applies to the rush order.
- Copies of transcripts from other institutions cannot be provided.
- Transcripts are not issued until all accounts with the University have been settled. You will be notified if you have holds on your account.
- All fees are non-refundable.
- Simpson does not fax transcripts of any kind.
- Requests must be hand signed. Unsigned or type-signed requests will not be honored.

Return this form:
by fax (include credit card information at bottom of form) to 530-226-4870
by email (include credit card information at bottom of form) to registrar@simpsonu.edu
by mail (include check) to
 Simpson University
 Attn: Registrar's Office
 2211 College View Drive
 Redding, CA 96003
in person drop off your request and payment at the Registrar's Office, Owen Center 201

Office use only:
 Student holds _____
 No holds
 Amount: _____ Payment type: _____
 Request complete student called for pick-up
 Date produced: _____

Signature: _____ **Date:** _____

Information about you (please print): _____ please update my contact information with this form

Last name		First name		M.I.
Street address				
City		State		Zip Code
Student ID		Social Security Number		Daytime phone number
Date of birth		Maiden or other last name used while at Simpson		
Currently enrolled at Simpson University? <input type="checkbox"/> Yes <input type="checkbox"/> No -- last enrolled at SU _____ / _____ (semester/year)				EIC # (for Athletes requesting NAIA transcript)

Address official transcript to:

<input type="checkbox"/> I will pick up (you will receive a call when ready) <input type="checkbox"/> Please mail to me at address above <input type="checkbox"/> please mail to address at right	Institution			Quantity to send to this address: _____ X \$7.00 = \$ _____ + Include rush (\$10.00 extra) \$ _____	
	Attn				
	Street Address			Process now: <input type="checkbox"/> OR Hold for posting of: \$ _____ <input type="checkbox"/> current grades (subtotal) <input type="checkbox"/> degree awarding	
	City	State	Zip		

Address emailed unofficial transcript to (email address):

Email address		Hold for: <input type="checkbox"/> Current grades <input type="checkbox"/> degree awarding OR <input type="checkbox"/> process now	Quantity: _____ X \$7.00 = \$ _____
			+ include rush for \$10.00 extra \$ _____
			Grand total: \$ _____

Credit card information must be included for faxed and emailed requests (information is shredded after processing)

Credit card type		Credit card number	
Expiration date	Security code	Billing zip code	