



Transcript Request

- Transcripts cost \$15.00 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. \$25.00 total for one, \$40.00 for two, \$55.00 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 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 address (name change requires personal information update form) 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)

Section A 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:	
	To the Attention of:			_____ X \$15.00 = \$ _____	
	Street Address			+ _____	
	City	State	Zip	Include rush (\$10.00 extra) \$ _____	
			Process now: <input type="checkbox"/>		
			OR Hold for posting of: \$ _____		
			<input type="checkbox"/> current grades (total)		
			<input type="checkbox"/> degree awarding		

Section B: Fill out this section ONLY if you are requesting an UNOFFICIAL emailed pdf. You will be charged \$15.00

Email address	Hold for: <input type="checkbox"/> Current grades <input type="checkbox"/> degree awarding OR <input type="checkbox"/> process now	Quantity: _____ X \$15.00 = \$ _____
		+ _____
		include rush for \$10.00 extra \$ _____
		Grand total (add with above total, if applicable): \$ _____

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