



# Transcript Request

- Transcripts cost \$25.00 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. \$35.00 total for one, \$60.00 for two, \$85.00 for three).
- Standard transcript processing time is 4-5 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 account holds 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 [transcriptrequest@simpsonu.edu](mailto:transcriptrequest@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 with this form

Email [transcriptrequest@simpsonu.edu](mailto:transcriptrequest@simpsonu.edu) if you need to change your name.

|  |  |   |  |  |
|--|--|---|--|--|
| Last name  |  | First name                                      |  | M.I.   |
| Street address   |  |   |  |  |
| City   |  | State   |  | Zip Code   |
| Student ID <b>OR</b> last four digits of your SSN  |  |   |  | Daytime phone number                             |
| Date of birth  |  | Maiden or other last name used while at Simpson |  |  |
| Currently enrolled at Simpson University?<br><input type="checkbox"/> Yes <input type="checkbox"/> No -- last enrolled at SU ____/____ (semester/year) |  |   |  | ECID # (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)<br><br><input type="checkbox"/> Please mail to me at address above<br><br><input type="checkbox"/> please mail to address at right | Institution          |       |     | Quantity to send to this address:  |  |
|   | To the Attention of: |       |     | _____ X \$25.00 = \$ _____   |  |
|   | Street Address       |       |     | +<br>Include rush (\$10.00 extra) \$ _____   |  |
|   | City                 | State | Zip | Process now: <input type="checkbox"/><br><b>OR</b> Hold for posting of: \$ _____<br><input type="checkbox"/> current grades <b>(total)</b><br><input type="checkbox"/> degree awarding |  |

**SectionB: ONLY for UNOFFICIAL emailed pdf. Contact us at 530-226-4111 about how to get your free copy through your portal (available for more recent students).**

|               |  |  |
|---------------|--|--|
| Email address | Hold for:<br><input type="checkbox"/> Current grades<br><input type="checkbox"/> degree awarding<br><b>OR</b> <input type="checkbox"/> process now | Quantity: _____ X \$25.00 = \$ _____                               |
|               |  | include rush for \$10.00 extra \$ _____                            |
|               |  | <b>Grand total (add with above total, if applicable): \$ _____</b> |

**Credit card information (information is shredded after processing)**

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