



Assumption College

500 Salisbury Street · Worcester, MA 01609-1296

Phone: 508-767-7355 · Fax: 508-767-7489

Office of the Registrar

TRANSCRIPT REQUEST

REGULATIONS GOVERNING TRANSCRIPTS OF RECORD:

1. All financial obligations must be reconciled before transcripts are released.
2. Transcript Fee: **\$4.00 per transcript** (\$6.00 when the transcript is requested to be faxed to recipient)
3. Use a separate form for each different address to which you are forwarding transcripts.
4. A transcript released or sent to a student will be stamped "Issued to Student."

STUDENT REQUESTING TRANSCRIPT:

Current Name: _____

Former Name (if applicable): _____

Which division of the college did you attend? (Check all that apply.)

- Undergraduate Day Continuing & Career Education Graduate Studies

Student ID # OR SSN: _____

Year of graduation or dates of attendance: _____

Current Mailing Address: _____

Phone Number: _____

TRANSCRIPT INFORMATION:

- Regular processing time OR Hold for current term grades
 ➤ **Allow 7 to 10 business days for processing.**

Number of transcripts: _____

Type of transcript:

- Official to student in sealed, signed envelope
 Official issued to student
 Unofficial
 Official sent to third party

Instructions:

- Mail transcript to same address as above **OR**
 Mail to: _____

OR

Transcript will be picked up by (enter name): _____

- Phone number to be called when transcript is ready: _____

STUDENT SIGNATURE AUTHORIZING RELEASE OF TRANSCRIPT (All forms must be signed by hand.)

TO BE COMPLETED BY OFFICE STAFF:

date requested	amount received	date sent