

Official Transcript Request

Hold on Account _____

*****Fill out a separate request for each address where transcript(s) will be mailed*****

Student Information:

Current Name _____ Maiden Name _____
Student ID# or SSN _____ Year Attended _____ to _____
Current Address _____
City _____ State _____ Zip Code _____
Email Address _____ Daytime Phone _____
Date of Birth _____ Are you currently Enrolled? ____ Yes ____ No
Student Signature _____ Date _____

A transcript will not be released if you have any current holds on your account. Please check your account prior to making a payment and submitting this form.

Send Transcripts: Now Hold for Final Grades Hold for Awarded Degree

Number of Transcripts Requested: _____

Delivery Method: **** Choose one (1) Delivery Method****

Regular Mail Fed-EX (additional fees apply-see back of the form)

Currently enrolled students are entitled to five (5) free transcripts (Regular Mail and/or Hold for pick-up) for the entire time of enrollment

Name of Recipient/Institution _____

Attention/Office (optional) _____

Mailing Address (NO PO BOX with Fed-Ex options) _____

City _____ State _____ Zip Code _____

Recipient's Contact Phone Number (For Fed-Ex Only) _____

Hold for pick-up (If someone other than you will pick it up _____)

Same Day Pick-up (additional fees apply-see back of the form) (If someone other than you will pick it up _____)

- ❖ Please allow the **APPROPRIATE PROCESSING TIME** to process your transcript(s).
- ❖ Requests will **NOT** be honored for a person who has a financial obligation to the college.
- ❖ The student **MUST** provide written or email permission if someone else will be picking up their transcript.
- ❖ **Photo ID** required when picking up a transcript.
- ❖ Your **ENTIRE** academic coursework will be sent.
- ❖ Transcripts are held for 30 days and then destroyed; if destroyed a new transcript request and payment will have to be submitted.
- ❖ During busy periods, such as **REGISTRATION, FINAL EXAMS, AND COMMENCEMENT**, additional time will be needed.

Applying Online:

Go to the National Student ClearingHouse web page, www.studentclearinghouse.org Click on the “**Order/Track Transcript**” button and then follow the instructions to complete the order.

<u>Transcript Delivery Methods</u>	<u>Delaware State University & National Student ClearingHouse Fees</u>	<u>Time</u>
Mail	\$10.00	Three to Five Business Days
Hold for pick-up	\$10.00	Three to Five Business Days
<u>Fed-Ex (Per Address)</u> A. United States B. Canada/Mexico C. International	\$30.00 \$35.00 \$45.00	Overnight Two to Three Business Days Two to Three Business Days * Request(s) received on the same business day by 12:00 pm ET will be processed the same day per address*
Same Day Pick-Up	\$20.00	Same Day * Request(s) received on the same business day by 12:00 pm ET will be available for pick-up after 3:30 pm ET*