



## UNOFFICIAL TRANSCRIPT REQUEST FORM

### IMPORTANT NOTES

- Once your request is received, the transcript will be mailed within 3-5 business days. Please allow an additional 5-7 business days for delivery by the United States Postal Service.
- Use a separate request form for each address to which you are forwarding transcripts.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student ID Number -OR- Social Security Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street Address City State Zip Code*

- Is this your permanent address?  Yes  No
  - If your permanent address is different than QCC records your address will be updated to the above.
- Are you currently enrolled?  Yes  No
  - If no, please provide dates of attendance; From: \_\_\_\_\_ To: \_\_\_\_\_

### Recipient Details

**Name of Recipient:**

\_\_\_\_\_  
*College/University/Business Name Attention to:*

**Mailing Address:**

\_\_\_\_\_  
*Street Address City State Zip Code*

**Fax Number:** \_\_\_\_\_

### Processing Details

**When do you want your transcript processed?**

- Current transcript – process now
- After final grades for current semester are posted
- After degree/certificate is awarded

*\*\* Degree/certificate name:* \_\_\_\_\_ *Term/Year will be awarded:* \_\_\_\_\_

**Number of Copies Requesting:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_