

Request for Official Transcript or Duplicate Award

PLEASE PRINT CLEARLY. Fill in ALL information requested below to avoid delays in processing. Transcripts and/or awards will not be released to students who have financial obligations to the College. Please make checks payable to Saint Paul College. Completed forms may be returned in person to the Office of Enrollment Services or by mail to Saint Paul College, Student Records Office, 235 Marshall Ave, Saint Paul, MN 55102.

Student Name (last, first, middle)	Name Attended Under	Student ID or Social Security Number
Current Street Address		Birthdate (MM/DD/YYYY)
City	State	Zip
Email Address		Phone Number

1. Approximate dates of enrollment (MM/YYYY) _____ to _____
 ___ Check here if currently enrolled

2. Major program title (or courses only) _____

3. Record requested: Choose one

Official Transcript Request • Regular Service (3 business day processing)

\$5.00 per copy X _____ number of copies = _____ amount due

___ Check here to hold for current semester grades ___ Check here to hold for award posting

Official Transcript Request • Rush Service (next business day processing) • Unavailable for coursework prior to 1998

\$10.00 per copy X _____ number of copies = _____ amount due

Duplicate Award • 6-10 weeks processing

\$20.00 per copy X _____ number of copies = _____ amount due

4. Record pick-up/delivery: Choose one

___ I will pick-up my record at the Office of Enrollment Services
(Transcripts available for pick-up after 12pm)

___ Mail my record to my current address (listed above)

___ Mail my record to an alternate mailing address: PLEASE PRINT CLEARLY

Name _____

Attention (if applicable) _____

Street Address _____

City _____ State _____ Zip _____

5. I give Saint Paul College permission to release the requested record to the individual or institution indicated on this form (step 4):

Signature _____ Date _____

Office Use Only – Received
 ID _____

HLD _____ PD\$ _____

APX _____

MSIS _____

Office Use Only – Sent

Copies Sent _____

Sent by _____

Date Sent _____

Office Use Only – Picked-up

Sign _____

Date _____