



Registrar's Office
Southwestern College
100 College Street
Winfield, KS 67156
Telephone: 620.229.6268 Fax: 620.229.6384

Complete all items below and return to the above address with \$7.00 fee for us to mail your transcript or \$10.00 fee if you want the transcript faxed and mailed. Overnight DHL service is offered for \$19 (\$12 expedite charge plus \$7.00 transcript fee.) *Please print legibly.*

1. Name:(Last)_____ (First)_____ (Middle)_____
2. Street Address:_____
- City_____ State _____ Zip _____
- Social Security: _____-_____-_____
- Daytime Telephone Number _____
3. Other last name(s) used on records (e.g., maiden name) _____
- Date of birth: _____
4. Check if you are currently enrolled []
- Check if you attended SC *prior to 1996* []
5. Number of transcripts to be mailed to address below _____

Recipient/Company/Institution

Address

City

State

Zip

Student is responsible for correct address. Transcript(s) will be mailed to the address indicated above. If a transcript is to be sent to more than one address, use additional forms.

Recipient fax number (if requesting fax service): _____

6. Check one of the following
[] Send now
[] Send after grades are posted
[] Send after degrees are awarded
Other instructions _____
7. Method of payment: Cash [] Check []
Circle One: American Express/Discover/MasterCard/Visa
Credit Card # _____ Expiration Date _____
CC Billing Address: _____ Zip Code _____
8. Student's Signature _____
Date _____

Note: A transcript request will not be processed for a student with financial or other obligations to the college. Transcripts mailed/given to the student are stamped "Issued to Student." Some institutions will not accept such transcripts.