



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

MAIL-IN TRANSCRIPT REQUEST FORM

(for online CC-card requests go to www.getmytranscript.com)

Complete all items below and return to the above address with the appropriate fee (*please print legibly*):

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

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. Indicate how many transcripts needed and method to be sent:
_____ \$7.00/per transcript (mail only)
_____ \$10.00/per transcript (fax and mail)
_____ \$25.00/per transcript (Overnight FedEx service)
8. Method of payment: Cash [] Check or Money Order [] (*payable to Southwestern College*)
9. 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.