



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

MAIL-IN TRANSCRIPT REQUEST FORM

(for electronic transcript 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 _____
Telephone _____ Email _____
3. Social Security or Student ID: _____ - _____ - _____ 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.

6. Check one of the following
[] Send now
[] Send after grades are posted (Indicate term below)
[] Send after degrees are awarded
Other instructions _____
7. Indicate how many transcripts needed and method to be sent:
_____ \$15.00/per transcript (standard mail)
_____ \$35.00/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 "Student Issue." Some institutions will not accept such transcripts.