



Unofficial Transcript Request Form

Date of Request: _____ **Program Attending:** _____

Student Name: _____ **Student ID:** _____

Phone Number: _____ **Email:** _____

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- ❖ Normal processing time is 1-3 business days.
 - ❖ Unofficial Transcripts will be processed for **ACTIVE STUDENTS** ONLY (Your request will be denied if your status is currently on: Graduate, LOA, Withdrawal)
 - ❖ You will receive notifications by email or text when Unofficial transcripts is ready to pick up, Unofficial transcript will not be sent via email.
 - ❖ Unofficial Transcript will not be furnished to a student who has outstanding financial obligations.

Description of request:

Student Signature _____ **Date** _____

Resolution

Approved

Denied: _____

School Representative _____ **Date** _____

Follow up

Date student notified: _____ Notified by: _____