



Albion College

TRANSCRIPT REQUEST FORM

The average turnaround time is 24 hours from the time we receive your request. However, please allow up to 5 days for processing from receipt of your request during high volume times.

Please print this form, fill out and sign.

The completed form may be scanned and e-mailed to: Registrar@albion.edu, faxed to: 517-629-0476, or mailed to: Albion College, Office of the Registrar, 611 E. Porter St., Albion, MI 49224.

WE DO NOT FAX OR E MAIL TRANSCRIPTS

Last Name, First, Middle:		
Maiden (if applicable):		
Phone #	E-Mail:	
Street address:		
City:	State:	Zip:
If this is a new permanent address, do you want your student records updated: <input type="checkbox"/> Yes <input type="checkbox"/> No		

ALBION COLLEGE STUDENT #	CURRENTLY ENROLLED: <input type="checkbox"/> Yes <input type="checkbox"/> No
	GRADUATED: _____ Year
	OTHER: _____ <i>dates of attendance</i>

NUMBER OF COPIES REQUESTED:	CHECK ONE:	
	Please release immediately	
	Hold for courses in progress	
	Hold for courses in progress and degree awarded	
	Hold for grade change	

I would like to pick up my transcripts: _____
I would like my transcripts mailed to the following: <i>(supplying a complete and correct address is the responsibility of the requestor)</i>
Recipient:
Attention:
Address :
Address :
Address :
City/State/Zip:

SIGNATURE: _____ DATE: _____
This must be a hand written signature

As a service to Albion former and current students, the College is no longer charging a transcript fee. This service is made possible by the financial support of alumni who give to the annual fund each year.

Special handling costs are charged to the student.

Transcripts will not be released without the student's signature or if you have an outstanding debt with the College.