



# UNOFFICIAL TRANSCRIPT REQUEST FORM

Unofficial transcripts are free of charge.  
Official Transcripts should be requested through our ordering website and are \$7.00

*Transcripts requests are processed in 1-2 business days. Processing time may be extended during busy periods. Students with iWay access can also access their unofficial transcript anytime through the iWay.*

Indicate when the transcripts are to be sent

SEND NOW \_\_\_\_\_ HOLD for grades \_\_\_\_\_ HOLD for degree \_\_\_\_\_

### Complete your information

Student's Name: _____		
ID#: _____	Last 4-Digit of SS#: _____	D.O.B. _____
Address: _____		
City: _____	State: _____	Zip: _____
Phone #: _____	Email Address: _____	
Last Semester of Attendance: _____		Maiden/Previous Name: _____

**I give Rosemont College permission to release my transcript to the recipient below (signature required):**

X \_\_\_\_\_

### Delivery Information

Please print in the box below the accurate name and address where the transcript is to be sent.

- Pick Up
- Mail (address below)

Institution Name: _____		
Attn: _____		
Address: _____		
City: _____	State: _____	Zip: _____
<small>*Rosemont College <b>does not</b> email unofficial transcripts. Electronic transcript requests must be made through the online ordering system and are \$7.00</small>		