OFFICIAL TRANSCRIPT REQUEST FORM

ST. OLAF COLLEGE Registrar's Office

Alumni/Former Student Form

Send form to:	Processing:				
Registrar's Office	Rush request: \$13 per transcript, sent regular USPS mail				
St. Olaf College	Processed the	Processed the same day received, if received by II am central			
1520 St. Olaf Ave	T Reomar realiest & Der transcribt seht reomar i Nex maii				
Northfield, MN 55057 507-786-3015	Dunanana duniklaina a akunimana dana akunaink				
Or Email form to:	Paracollege	Paracollege Evaluations: additional \$5.00 per set			
registrar@stolaf.edu					
Identifying Informatio	Rush request: \$13 per transcript, sent regular USPS mail Processed the same day received, if received by 11 am central Regular request: \$8 per transcript, sent regular USPS mail Processed within 2-3 business days of receipt to: Paracollege Evaluations: additional \$5,00 per set promation & Authorization to Release — PRINT CLEARLY State: Zip:				
Name:					
Include name while a student a					
Primary phone:	Email:		Student nu	mber:	
Birth date: /	_ SSN: xxx-xx	Last date attended:	//	/	
Signature:				Date:	
Number of Paracollege E Total cost:	valuations:x	\$5 per set			
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By mail: Payment car	he made by cash, cho	eck, money order or Visa	/MasterCard		
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Credit card informat	ion – PRINT CLEARLY				
For security reasons, do	not include credit card	l information if this form is	sent electroni	ically; please call	
us at 507-786-3015 so we	e can process payment o	over the phone.			
Credit card paymer	nt: 🗌 Visa	☐ MasterCard A	Amount to ch	narge:	
Card number:		Exp. Date:	/ Secu	rity code:	

Recipient(s) Mail	ing Address(es)							
Mail to:Attention:Address:		Mail to:	Mail to:					
		Address: City:						
					State:	Zip:	State:	Zip:
					NOTE: WE DO NOT	FAX OR EMAIL TRANSCRI	PTS	
If you would like to e	electronically order a trans	cript, please use the Nationa	l Student Clearinghouse.					
Please use space belo	ow for any additional mailii	ng addresses.						
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Office Use								
Cash:	_	Da	te processed:					
Check:			1					
Credit card (VISA	A or MasterCard):							
Money order:								
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Other:		lni	tials:					