OFFICIAL TRANSCRIPT REQUEST FORM

Alumni/Former Student Form

ST. OLAF COLLEGE
Registrar's Office

Send form to:

Registrar's Office
St. Olaf College
1520 St. Olaf Ave
Northfield, MN 55057
507-786-3015

Or Email form to:
registrar@stolaf.edu

Processing:

☐ **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

☐ **Paracollege Evaluations:** *additional* $5.00 per set

Identifying Information & Authorization to Release – PRINT CLEARLY

Name: _____
Include name while a student at St. Olaf
Current Address: _____ City: _____ State: _____ Zip: _____
Primary phone: _____ Email: _____Student number: _____
Birth date: _____ /_____ SSN: xxx-xx-_____ Last date attended: ____ /____ /_____

Signature: _____ Date: _____
I hereby authorize St. Olaf College to release my official academic transcript.

Quantity & Total Cost

Number of transcripts: _____ x $8 each regular processing or $13 each rush (same day) processing
Number of Paracollege Evaluations: _____ x $5 per set
Total cost: _____

☐ Send now ☐ Send after _____ term grades are posted ☐ Send after degree is posted

Payment Information– Incomplete information may cause delay

☐ **Online: National Student Clearinghouse** (preferred method):
https://tsorder.studentclearinghouse.org/school/ficecode/00238200

☐ **By mail:** Payment can be made with cash or a check
Amount enclosed: _____ ☐Cash ☐Check

Recipient(s) Mailing Address(es)

Mail to: _____
Attention:_____
Address: _____
City: _____
State: _____ Zip: _____

Mail to: _____
Attention:_____
Address: _____
City: _____
State: _____ Zip: _____

NOTE WE DO NOT FAX OR EMAIL TRANSCRIPTS

If you would like to electronically order a transcript, please use the National Student Clearinghouse.