Transcript Request
Catawba College
Registrar's Office
2300 W. Innes St., Salisbury, NC 28144
Fax: (704) 637-4777

Official transcripts are issued to designated institutions, individuals, agencies, etc., only with the student's written authorization. Official transcripts will be issued to current or former students in a sealed envelope. If the envelope is opened, it will not be accepted as official. Requests are processed in the order in which they are received; therefore, please allow 3 business days for processing.

Transcripts are released only after all outstanding balances are cleared in the Business Office. Thus, students requesting the release of transcripts may wish to verify first with the Business Office that the transcript can be released. **Effective June 1, 2006, there is a transcript fee of $ 5.00 for each official transcript mailed. There is no charge for a faxed copy. A faxed copy is considered unofficial.**

Date:_____

_____ _____
Print name under which you were enrolled — Social Security Number or ID number

_____ _____
List all other names (maiden) — Date of Birth

_____ _____ _____
Last date of attendance or current semester — Degree earned — Number of Copies

The current semester's grades will not be on the transcript until the end of the semester.

Do____Do not____ hold this request until current grades are posted. Scholarship _____Yes Name of Scholarship_____

_____No

Name and address for transcript to be mailed to:

_____

_____

_____

_____

Transcript to be faxed ( )_____

Attn: _____

Office use only:

( )____copies @ $ 5.00 =_____

( ) Cash
( ) Check Number_____
( ) Money order
( ) Issued to Student
( ) N/C
( ) Mailed on _____
( ) PayPal

_____
Signature (required)

_____
Address (required)

_____
City **State** **ZIP**

_____
Phone Number (required)

_____
Email Address (required)

Credit Card Payments
Credit Card (Check One)
( ) Visa
( ) Mastercard
( ) Discover
Card Number_____
Expiration Date_____
3-Digit Security Code_____
(back of card)