1883

Transcript Request
Office of the Registrar
7300 Reinhardt Circle
Waleska, GA 30183
Email: registrar@reinhardt.edu

All financial obligations and records holds from the University must be met before an official transcript can be issued.

Please complete and <u>sign</u> the request and return it in person, or by email or mail to the address above with the <u>applicable processing fee</u>. Please allow up to 5 days for processing.

PLEASE PRINT CLEARLY AND FILL IN ALL PORTIONS OF THE FORM
Incomplete or illegible forms may result in a delay in your request being processed.

STUDENT INFORMATION

_____   OR   XXX-XX_____   _____
Student ID #   Last 4 digits Social Security #   Birth Year

_____
Name: Last   First   MI   Other names in which your record might be listed

_____   _____
Current Home Address   Best Daytime Phone Number

                                                              ☐ Current Student   ☐ Alumnus   ☐ Former Student
_____
City   State   Zip Code

OFFICIAL TRANSCRIPTS REQUESTED

☐ **OFFICIAL** ($7 per transcript)   Please print name and full address of recipient

Quantity _____
                                        _____
☐ Mail   Name of Institution

☐ Pickup   _____
                                                         Attention
☐ Hold for current term grades
                                        _____
☐ Hold for degree posting   Street Address

                                        _____
                                        City   State   Zip Code

UNOFFICIAL TRANSCRIPTS REQUESTED

☐ UNOFFICIAL (no charge if emailed)

                                        _____
                                                    Email address of recipient

If you have any questions regarding the request of academic transcripts, please contact the Registrar's Office at 770-720-5534. Please arrange to pay the required $7 fee per transcript. Transcripts will be processed after both the form and the payment have been received. <u>If payment is not received within 30 days of receipt of this form, the form will no longer be valid.</u>

Payment methods:
    1. To pay via phone, call the Business Office at 770-720-5520.
    2. To pay by mail or in person, include payment with this form.

       I hereby authorize Reinhardt University to release my transcripts according to the above selection.

_____
Student signature authorizes release of transcripts.   Date

Electronic signatures will *NOT* be accepted.
By signing this form, permission is given to update the student's record as provided above.