



*Federal law requires a student signature in order to release transcript information. You may fax, mail, or email a scanned copy of this request form (.pdf file format) to the address listed below.*

Requests are processed within 3-5 business days. There are no fees for official paper transcripts, except for same day rush orders. Rush orders may be obtained in office only, for \$10.00 per copy (cash or check only) from 9:00 am to 5:00 pm at the Registrar's Office in Mall Cottage. Transcripts cannot be released to current students or alumni with remaining financial obligations. Students may not use this form for electronic transcript delivery, but should instead visit [www.eastern.edu/registrar](http://www.eastern.edu/registrar) to submit their request.

## Transcript Request

Last Name, (maiden name) First Name	ID or SS#
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Street Address	City	State	Zip	<input type="checkbox"/> Please update my address record
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Phone	Level of Study	Dates of Attendance & Program
Email	<input type="checkbox"/> ESCM <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate Level <input type="checkbox"/> Doctoral Level	Attended Cushing Jr. College? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Number of Official Transcripts Requested</b> (Official transcripts are sent in a sealed envelope. Transcripts cannot be emailed with this form.)	<input type="checkbox"/> Send now. (Even though current grades may not be recorded.) <input type="checkbox"/> Send after grades are recorded for _____ (session). <input type="checkbox"/> Send after degree is conferred on _____ (grad date).
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Student Signature (no digital signatures accepted)	Date
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### Send Transcripts to:

1. Person and/or Institution Name

Address

City, State, Zip

2. Person and/or Institution Name

Address

City, State, Zip

3. Person and/or Institution Name

Address

City, State, Zip