



TRANSCRIPT REQUEST

Student information:

Name: _____ Birth Date: _____

Previous Name(s): _____ Student ID#: _____

Address: _____ Social Security# _____

City/State/Zip: _____ Day Phone: _____

Currently Enrolled? Yes No

If not, indicate the last semester you were enrolled at CSI: Fall _____ Spring _____ Summer _____

Send to: Please print and verify for accuracy Fax requests not accepted

Institution/College/Recipient: _____

ATTN: _____ Dept: _____

Address: _____ City/State/Zip: _____

Note: Student is responsible for correct mailing address; transcripts will not be resent if returned.

Hold for pickup by student (photo ID required) location is Twin Falls campus unless other arrangements are made. If being picked up by a 3rd party, a letter of authorization with the signature of the student and a photo ID from the authorized individual.

Check only one:

- Process now
 Process after current grades are posted
 Process after degree/certificate is posted Your records will not be checked for graduation unless you have applied for graduation.

Fees/Payment Standard Processing: 1-3 business days

Official Transcript Standard Processing Fees

- Mailed or picked up in person: \$7 per transcript
 Fax: \$10 per transcript Student should verify transfer institution's policy on faxed transcripts.

Fax to: Phone # _____ Attn: _____

Un-Official Transcript Standard Processing Fee

- Mailed or picked up in person: \$2 per transcript Location of pick up: CSI's main campus Twin Falls, Id
 Fax: \$5 per transcript Student should verify transfer institution's policy on faxed transcripts. Fax to: _____

Additional Fees for Expedited Processing

- Priority Mail: \$10 in addition to per transcript fee
 UPS/FED Ex/International Delivery: \$25 in addition to per transcript fee
 Rush Orders: \$10 in addition to per transcript fee and applicable fax and/or delivery fees within 24 hours of receipt, not including weekends, holidays, breaks or other school closure

Number of copies requested: _____ Amount due: _____ Check # _____ Amount \$ _____ Cash \$ _____

Credit/Debit Card requests: www.studentclearinghouse.org Priority processing

Student Signature (Required): _____ Date _____

An official transcript is one mailed directly from one institution to another. Hand carried or faxed transcripts may not be accepted as official by other institutions. Current students can access their unofficial transcripts for free online at csi.edu, MYCSI

RECORDS OFFICE USE ONLY Pmt Date: _____ Pmt Type: _____ Amt \$: _____ Receipt #: _____ Initials: _____

Rev 01/26/2012 Date processed: _____ Processor: _____