

Stephens College Transcript Request Form

Print this form and mail or fax it to us at the address listed to the right

Required Personal Information:

Student's Full Name _____ Name while enrolled at Stephens _____

Current address _____

City/State/Zip _____

Contact Phone Number _____ Fax Number _____ Email Address _____

Social Security Number _____ Date of Birth _____ Last Date of Attendance _____

Type of Transcript:

Undergraduate Masters

Delivery Options:

<input type="checkbox"/> Hold for pick up	<input type="checkbox"/> Send Now (mailed in 1 to 3 business days**)
<input type="checkbox"/> Send by U.S. Postal Mail	<input type="checkbox"/> Hold for Grades
<input type="checkbox"/> Send by Federal Express * FedEx account#: _____	<input type="checkbox"/> Hold for Degree
<input type="checkbox"/> Fax transcript	(Note: transcripts held for grades or degree posting will be mailed within 2 weeks of the end of the term.)

Send transcripts to: (\$10.00 per copy -- mailed in 1 to 3 business days)

Quantity to mail to this address:

Name: _____

Address: _____

City/State/Zip: _____

Fax transcript to: (\$10 per fax number called – faxed in 1 to 3 business days)

Fax Number: _____ Attention: _____

Attach a separate page if there are additional addresses or fax numbers

Amount Due:

Total number of copies to be picked up or mailed (\$10.00 fee for each copy):
Total number of copies to be faxed (\$10.00 fee for each fax number called):
Total fee: \$

I understand that my social security number and other identifying information appears on this transcript.

Student's Signature (required for processing) _____ Date _____

Payment Options:

Check or Money Order (make payable to Stephens College)
 Credit or Debit Card

Card Number _____ Expiration Date _____



Office of the Registrar
1200 E. Broadway
Columbia, MO 65215

Linda Sharp, Registrar
573-876-7277
573-876-7279 (Fax)

- All transcript requests must be made in writing and must include the student's signature.
- All financial holds must be cleared on the student's account before transcript requests can be processed.
- The cost is \$10 per mailed or faxed transcript. Payment must accompany your request.
- **According to the 1974 Family Educational Rights and Privacy Act (FERPA), we must have your signed permission to release your private record. Therefore, telephone and email requests cannot be accepted, as all requests must include the student's signature.**
- **Standard delivery** is via first class mail. Please note that the processing time of 1 to 3 business days does not include the time required for the U.S. Postal service to deliver the request to its destination, or the time required at the receiving institution to route the transcript to its intended recipient.
- **Expedited delivery** is available via Federal Express, provided you include a FedEx account number or prepaid shipping label (prepaid shipping label is recommended, as this allows returns to come to you, and provides you with the tracking number).
- **Fax delivery** Transcripts can be faxed, and the \$10 transcript fee is charged for each fax number called. Please note that faxed transcripts are not generally considered official, and that Stephens College cannot ensure the confidentiality on the receiving end for any documents that are faxed.

*Federal Express account number or shipping label is required for express delivery. Shipping labels can be obtained at Fedex.com.

**Transcript request processing may be delayed during registration and at the end of the semester, so please allow 3 to 5 business days for processing requests submitted during these periods.