



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.

There are no fees for official paper transcripts. Requests are processed within 3-5 business days. Rush orders may be obtained in office only for \$5.00 per copy (cash or check only) from 9:00 am to 5:00 pm at the Registrar's office in Fowler Hall, Room 3. Transcripts cannot be released to current students or alumni with remaining financial obligations. Electronic transcript delivery is available via Parchment Exchange. Visit www.eastern.edu/registrar

Transcript Request

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

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