



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 transcript requests. Requests are processed within 3-5 business days. Rush orders may be obtained 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, St. Davids, PA. Transcripts cannot be released to current students or alumni with remaining financial obligations.

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	
Email		<input type="checkbox"/> ESCM		Attended Cushing Jr. College? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Undergraduate			
Number of Official Transcripts Requested (Official transcripts are sent in a sealed envelope. Only unofficial copies can be faxed. Transcripts cannot be emailed.)		<input type="checkbox"/> Graduate Level			
		<input type="checkbox"/> Doctoral Level			
Number of Unofficial Transcripts Requested		<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 or Institution Name		<input type="checkbox"/> Official Copy <input type="checkbox"/> Unofficial Copy
Address		
City, State, Zip		Fax (only unofficial may be faxed)
2. Person or Institution Name		<input type="checkbox"/> Official Copy <input type="checkbox"/> Unofficial Copy
Address		
City, State, Zip		Fax (only unofficial may be faxed)
3. Person or Institution Name		<input type="checkbox"/> Official Copy <input type="checkbox"/> Unofficial Copy
Address		
City, State, Zip		Fax (only unofficial may be faxed)