



TRANSCRIPT REQUEST FORM

Last Name (Please print) First Name MI

Former Name(s) if applicable

Current Street Address Home Phone Number

City, State, Zip Cell Phone Number

Student ID Number Social Security Number Birth Date (mm/dd/yy)
(or last 4 digits)

Program of Study Dates Attended

Types of Transcripts

Official Transcripts are printed on security paper which includes the Davis College seal and the Registrar's signature. Please allow 5 – 10 days for processing.

Unofficial Transcripts are printed on plain paper and stamped Unofficial. These may be processed when request is submitted.

Payment is due at the time of request. Fees may be paid by cash, check, or credit card. Credit card payments may be paid online.

Official Transcripts are \$10.00 per copy. Amount paid _____

Unofficial Transcripts are \$5.00 per copy. Amount paid _____

To pay by credit card: _____ - _____ - _____ Exp. Date: _____

Cardholder's name: _____ 3 Digit Code: _____

Authorization is given to process an official transcript of my grades for:

___ Myself ___ Send to above address ___ Call to pick up (phone #) _____

___ Name/School _____

Address _____

Signature (Required for processing) Date

Official transcripts mailed to and/or picked up by the student are stamped Issued to Student and may not be considered as "official" by another institution. Official transcripts will not be processed for anyone with a past due financial obligation to Davis College.

The mission of Davis College is to provide graduates with marketable skills that enhance their employability.

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