Strayer University

Request for Official Transcript Form

In order to obtain a copy of an official or unofficial transcript, all requested information must be filled in completely. There is a charge of $5.00 per copy. Mailed transcript requests should be sent to the Student Services Office. Allow 5 to 7 working days for processing transcript requests. During the grades processing period, allow 10 to 20 business days for processing. Transcripts are issued only when all financial obligations to the University are met.

Please PRINT or TYPE

First Name M.I. Last Name Maiden Name (if married)

Current Address-Street & Apt. # Date of Birth (M/D/Y)

City State Country Zip/Postal Code

Last year of attendance Graduation Date Social Security Number

Degree Campus Location

Mail Transcript To:_____

_____

Signature_____Date_____

OFFICE USE: _____

Date Received **Date Processed** **Mailed** **Amount Received**