Request for Official Transcripts

Use this form to request official transcripts that should be mailed or sent via overnight delivery. If you want to request an unofficial transcript instead, please use the Unofficial Transcript request form.

The transcript fee for official transcripts is:

- $3 for each official transcript ordered.
- $15 for each overnight address.

Example: if you order 3 official transcripts to be sent overnight to a single address, the fee would be $24 (($3 x 3) + $15). You may pay this fee by sending a check or money order with this form or, if you wish to pay by credit card, by calling during business hours (269-337-7204). Transcript requests received (with signature) and paid for by 11am are typically processed on the same day.

Note: Official transcripts will not be released if you have a delinquent financial obligation to the college or a pending disciplinary action.

Your Contact Information:

Name: ____________________________________________  Last year at K: ______

Name when you attended K: ________________________________________________

Student ID#: ____________  (Alternative: _______ and _______)

Email: _____________________  Phone: _____________________

Signature: ______________________________  Date: _____________

Send to Recipient as (check one):  __ 1st Class Mail  __ Overnight ($15 per address; phone # required)

# of Copies: __ ($3 per copy);  Recipient Phone Number: ________________ (required for overnight delivery)

Full Name of School, Institution or Organization:

______________________________________________________

Attention To (individual or dept):

______________________________________________________

Address:

(Include full address, city, state and zip code)

______________________________________________________

______________________________________________________

Special Instructions: ____________________________________

(see next page for additional recipients and for submission instructions)
Additional Recipients for (your name):

Send to Recipient as (check one):  __ 1st Class Mail  __ Overnight ($15 per address; phone # required)

# of Copies:  __ ($3 per copy);  Recipient Phone Number:  __________________________ (required for overnight delivery)

Name of School, Inst. or Org.:

Attention To (individual or dept):

Address:
(include full address, city, state and zip code)

Special Instructions:  

Send to Recipient as (check one):  __ 1st Class Mail  __ Overnight ($15 per address; phone # required)

# of Copies:  __ ($3 per copy);  Recipient Phone Number:  __________________________ (required for overnight delivery)

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Name of School, Inst. or Org.:

Attention To (individual or dept):

Address:
(include full address, city, state and zip code)

Special Instructions:  

Please print, fill out, and sign this form and send it, along with the appropriate fee, to:

Registrar's Office
Fax #: 269-337-5746
1200 Academy Street
Email address: regist@kzoo.edu (send as pdf file)
Kalamazoo, MI 49006

To pay the transcript fee by credit card, please call the Registrar's Office: 269-337-7204.

Last modified: 10/1/2010