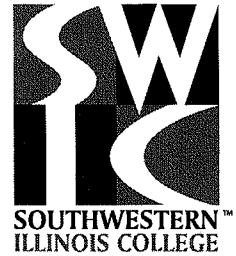


# Transcript Request

Enrollment Services Office  
 2500 Carlyle Ave., Belleville, IL 62221-5899  
 618-235-2700, ext. 5216 or 5276  
 FAX 618-222-9768



**Name**

Last	First	MI	Maiden/Other
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**Number of Copies**  
 We reserve the right  
 to limit number of copies.

**SSN**  or **SID**

**Purpose for Release**

Transfer       Application for scholarship/financial aid  
 Employment       Self       Other: \_\_\_\_\_

**Address**

Street Address/PO Box		
City	State	Zip Code

**Statement**

There is no fee for transcripts not Rushed or Faxed. **When requesting a RUSH or FAXED transcript, a fee of \$10 is required.** This fee must be pre-paid at any Southwestern Illinois College Business Office. Southwestern reserves the right to withhold transcripts from students who are in debt to the college.

**Send to**

Complete for all mailed or faxed transcripts

College/Company Name		
Name/Department		
Street Address/PO Box		
City	State	Zip Code

**Dates of Attendance**

Are you currently attending?	Yes	No
Did you attend prior to Fall 1981?	Yes	No
Did you attend prior to Summer 1977?	Yes	No
Have you received a degree/certificate from Southwestern?	Yes	No
If so, in what semester/year did you receive it?		

**Please Check all that apply**

I would like my transcript mailed to the address indicated  
 I will pick up at the  **Belleville**  **Red Bud**  **Granite City** Campus  
 (Photo ID required at time of pick up)  
 Please release:  
 After current semester grades  
 After degree statement  
 Upon receipt of this request  
 Special accommodations:  
 Sealed envelope  
 **RUSH or FAXED**, enter Illinois E-Pay confirmation/authorization code  \$10 Fee Required  
 **FAX** number (if applicable)   
 I became a student at Southwestern Illinois College in the Summer of 1998 or later, have completed a minimum of 37 semester credits and would like my record audited for completion of the Illinois Transferable General Education Core Curriculum prior to release of my transcript. (May delay processing)

**Date of Birth**  **E-mail Address**

**Phone**

Home
Work

**Signature**

_____ <b>Student's signature</b>	_____ <b>Date</b>
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<b>OFFICE USE ONLY</b>	<b>Paid</b>	<b>Receipt#</b>	<b>Date</b>
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**Initials**