



OFFICE OF THE  
REGISTRAR

## College of Charleston Transcript Request Form

Office of the Registrar  
66 George St .  
Charleston , SC , 29424  
Phone: 843-953-4958  
FAX: 843-953-6389

Transcript Fee : **\$8.00 per copy** for either Undergraduate or Graduate Records. Transcripts will not be issued for persons whose financial obligations to the College of Charleston have not been satisfied. Please allow one to three days for processing. You may access your unofficial transcript on Cougar Trail at no charge.

**Complete, print and either FAX or mail to the Registrar's Office using the contact information above**

CofC ID/SSN:

Birth Date:

Last Name:

First Name:

Middle

Other Name While Enrolled:

Dates of Enrollment:

Street Address:

Apt No:

City:

State:

Zip:

Telephone:

Email:

Choose from the following:

1. Pick up transcripts in office (photo ID required). Number of copies: Undergraduate **OR** Graduate

2. Do not mail my transcripts until grades are processed at the end of the term.  
**Choose One:**

Fall    Spring    Maymester    May Evening    Summer I    Summer Evening    Summer II

3. Fax (\$13 total charge per copy)

Fax Number

***Faxed copies are unofficial***

4. Mail my transcripts now:

# of copies: Undergraduate

**OR** Graduate

**Address**

Regular Mail

FedEx Domestic (\$24)\*

FedEx Intl (\$48)\*

\*Includes cost of one transcript

Attention:

Institution:

Street:

City:

State:

Zip:

Phone:

Reason for Request:

Military

Graduate School

Transfer

Employment

Other

**Note: It is the student's responsibility to obtain and provide the physical address of the Fed Ex recipient. Fed Ex does not permit P.O. Box addresses. Once delivered and signed for, the College of Charleston is NOT responsible. (We can provide a tracking number for the Fed Ex.)**

\* I give permission to update addresses in the system to receive notifications and/or status of request.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



## College of Charleston Transcript Payment Form

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Transcript Fee : **\$8.00 per copy** for either Undergraduate or Graduate Records. If there is a problem with your payment information you will be contacted by the Office of the Registrar.

**Complete, print and either FAX or mail to the Registrar's Office using the contact information above**

CofC ID/SSN:

Birth Date:

Last Name:

First Name:

Middle

Telephone:

Email:

### Complete chart to ensure payment amount:

Description	Number:		Cost per Item:	Extended Amount:
Transcripts - Regular		X	\$8.00	
FedEx Expedited Delivery - Domestic		X	\$24.00	
FedEx Expedited Delivery - International		X	\$48.00	
FAX		X	\$13.00	
<b>TOTAL:</b>				

### Complete payment information and SIGN:

Please provide payment information below: \* **NO CASH ( UNLESS YOU PAY IN THE TREASURER'S OFFICE FIRST )**

Payment Enclosed:    Check/Money Order    Visa    MasterCard    Discover    American Express

Credit Card Number:

-

-

-

Expiration Date:

**CARDHOLDER SIGNATURE :** \_\_\_\_\_ **DATE:** \_\_\_\_\_