# 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**:** **$5.00 per copy** (Undergraduate and Graduate Records together are one fee). 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.

Student ID Number: _____ Birth Date: _____
Name: _____
Last First Middle
Other Name While Enrolled: _____ Dates of Enrollment: _____
Current Address: _____
City/State/Zip: _____
Telephone: ( ) _____ Email: _____

**STUDENT SIGNATURE:** _____ **DATE:** _____

Please provide payment information below:

***NO CASH** **(UNLESS YOU PAY IN THE TREASURER'S OFFICE FIRST)**

Payment Enclosed: ___ Check/Money Order ___ Visa ___ MasterCard ___ Discover
Credit Card Number:_____ Expiration Date: _____

**Cardholder Signature**:_____ **Date:**_____

Reason for Request: ___Military ___Graduate School ___Transfer ___Employment ___Summer ___Other

Choose **ONE** of the following.

- ❑ Pick up transcripts now (photo ID required). Number of copies: ___ Undergraduate ___ Graduate
- ❑ Do not mail my transcripts until grades are processed at the end of the term.
  - Circle One: Fall Spring Maymester May Evening Summer I Summer Evening Summer II
- ❑ Fax ($10 total charge per copy) ____ Fax Number ( ) _____ ***Faxed copies are considered unofficial***
- ❑ Mail my transcripts now (Provide addresses below):

When my transcripts are mailed, please mail them to the address or addresses listed below:

**Address #1**
Name _____
Street _____
_____
City _____
State _____ Zip _____
Number of Copies: ___ Undergraduate ___ Graduate
__ FedEx ($16 additional charge)

**No P.O. Box for FedEx requests**
**Physical Address is required**

**Address #2**
Name _____
Street _____
_____
City _____
State _____ Zip _____
Number of Copies: ___ Undergraduate ___ Graduate
__ FedEx ($16 additional charge)

**No P.O. Box for FedEx requests**
**Physical Address is required**

***Additional Addresses may be written on the back of this form.***