

SPELMAN COLLEGE TRANSCRIPT REQUEST FORM

350 Spelman Lane, S.W., Atlanta, GA 30314 • Room 201- Packard Hall
Office Hours: M-F 9:00 a.m. to 5:00 p.m. • Telephone: 404.270.5231/5230

INSTRUCTIONS	Please Note the following: This form cannot be electronically submitted 1. This form is void until signed. 2. All financial obligations must be reconciled before transcripts will be released. 3. Please indicate the <u>CORRECT</u> address (es), name(s) of person(s), or apartment number where the transcript is to be delivered. Spelman College Office of the Registrar takes no responsibility for incorrect mailing information.
	Step 1 - Print the form Step 2 - Write/type the required information in the spaces below Step 3 - Sign the form Step 4 - Mail to: Spelman College, Office of the Registrar, 350 Spelman Lane, SW, Atlanta, GA 30314
	_____ / _____ / _____ Today's Date mm/dd/yyyy Name while attending Spelman Last First Middle
	_____ - _____ - _____ _____ _____ _____ Student ID Number (or Last four digits of SSN) Name if different from above Last First Middle

Street (Local Address) _____

City _____ State _____ Zip Code _____ Telephone No. _____ Date of Birth mm/dd/yyyy _____

I am Currently Enrolled OR Last Attended Spelman: Spring Semester _____ Fall Semester _____

I hereby authorize Spelman College to release the transcript of my academic record.

Signature of Student *(required)*

Please print legibly.

Mail transcript(s) immediately Mail transcript(s) when final grades are available

PLEASE ALLOW 10 (TEN) BUSINESS DAYS FOR REGULAR PROCESSING

Please mail transcript(s) to the following address(es):

1) _____ _____ _____ _____ Send _____ Copies	2) _____ _____ _____ _____ Send _____ Copies
3) _____ _____ _____ _____ Send _____ Copies	4) _____ _____ _____ _____ Send _____ Copies

Total Number of Transcripts Ordered: _____

PAYMENT OPTIONS	<input type="checkbox"/> Enclosed is a check / money order for \$ _____ (mail to the Registrar's Office address above)
	<input type="checkbox"/> Go online to BannerWeb <i>(If you have an attachment, you must mail your transcript request along with the attachment.)</i>
	<input type="checkbox"/> Visit the Registrar's Office in Packard Hall and complete our transcript form