



TRANSCRIPT REQUEST FORM

21982 University Lane, Orange Beach, AL 36561
 251.981.3771 ~ Fax 251.224.0575
 Registrar@columbiasouthern.edu

CSU must have an original signature to process this request. Students should print the form, complete, sign and return by fax or mail to the address listed at the top of this form. **Official transcripts must be on file for any transferred courses or they will not be included on the official transcript issued by CSU.**

The transcript will be sent as a sealed Official Transcript to the institution or person indicated on this form. An unofficial transcript may be faxed if indicated on the request form. Please note, the \$10.00 transcript processing fee still applies whether the transcript is issued as Official or Unofficial.

Due to increased requests, the processing time for this request is 7 - 10 business days (whether issued as official or unofficial).

STUDENT INFORMATION			
Name	First:	MI:	Last:
Address Line 1			
Address Line 2			
	City:	State:	Zip:
Student ID:		E-Mail:	
Day Phone		Birth Date:	
ATTENDANCE			
<input type="checkbox"/> Currently Enrolled Student		Year First Attended:	
Degree(s) or Certification Awarded (List below)		Year Last Attended:	
		Date Graduated:	
PAYMENT INFORMATION			
1. Financial obligations to Columbia Southern University <i>must</i> be cleared before transcript can be released.			
2. The fee is \$10.00 for each transcript issued.			
3. If using credit card, <i>billing</i> address must be submitted below in order to process payment.			
Payment Method:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Personal Check <input type="checkbox"/> Money Order		
Card Number:		Exp. Date:	
Name on card:			
Billing address:			
	City:	State:	Zip:
MAIL TRANSCRIPT TO NAME AND ADDRESS BELOW			
If transcripts are to be sent to more than one address, please list names and addresses of recipients on a separate sheet and attach to this form.			
Institution / Student Name:			
Address Line 1:			
Address Line 2:			
Address Line 3:			
	City:	State:	Zip:
Student's Signature:			Date: