



Official Transcript Request Form

Trident does not release information regarding any student without written consent of the student.

We are unable to release transcripts for students who have a lack of academic history with Trident.

When a request is made one week within the end of each session, processing will be delayed until the grades for the session are posted to ensure the grades are included on the transcript.

Trident cannot accept responsibility for delivery of transcripts once they have been mailed.

Please allow 3-5 business days from Trident's receipt of this form for processing. Processing time does not include time in transit once the transcript has been mailed.

Student Information

Full Name:	Student / System ID Number:
Street Address:	Former Name (if applicable):
City, State, Zip Code:	Date of Birth:

Delivery Information

<p>You must use separate forms if you wish to send transcripts to more than one location.</p> <p><input type="checkbox"/> Hold for Current Session Grades</p> <p><input type="checkbox"/> Hold for Degree Conferral</p> <p><input type="checkbox"/> Other: _____</p>	<p>Please enter the name and address of the location where the transcript should be delivered:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Billing Information

Number of Copies Requested: _____	(\$10.00 per copy)
<input type="checkbox"/> RUSH	Click this box ONLY if you would like rush delivery for an additional \$35.00. Rush fee is for overnight shipping once transcript has been processed. FedEx shipping is not available to P.O. or APO boxes and may take 1-2 days depending on location.
Cardholder's Name: _____	_____
Credit Card Billing Address: _____	_____
Credit Card Number: _____	_____
Expiration Date: _____	CVV2 Code: _____
Student Signature: _____	Date: _____
<i>Signature authorizes release of academic transcript</i>	

**Transcript Request Forms can be submitted to the mailing address, email, or fax listed at the top of this form.
Please do not mail cash.**