

# CONNECTICUT COLLEGE TRANSCRIPT REQUEST FORM

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Name under which you attended Connecticut College, if different than above: \_\_\_\_\_

Campus Box: \_\_\_\_\_ Campus Extension: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Class Year: \_\_\_\_\_ Are you currently enrolled? \_\_\_\_\_

Number of transcripts requested: Official \_\_\_\_\_ Unofficial \_\_\_\_\_

FEES: TRANSCRIPTS FOR CURRENTLY ENROLLED STUDENTS ARE FREE.  
TRANSCRIPTS FOR ALL OTHER STUDENTS ARE \$5.00 PER COPY.

Please indicate method of payment:

Check: \_\_\_\_\_ Visa or Master Card: \_\_\_\_\_  
Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ 3 digit code on  
back of card

Are you requesting a transcript as part of a transfer application? Yes \_\_\_\_\_ No \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

In the space below, plainly print the name and address where you wish the transcript(s) to be sent. If you are requesting an official transcript to be sent back to yourself, for inclusion with a graduate school application or for a job opportunity, please indicate where you will ultimately be sending the transcript, which we will indicate on the outside of the envelope.

Requests must be made in writing, in accordance with Federal law, approximately ONE WEEK BEFORE the transcript(s) is/are needed. An unofficial transcript may be requested for personal use. Transcripts are processed on a first come, first served basis.

If your record has been encumbered by financial indebtedness to the college, no transcripts can be issued until the encumbrance has been cleared.

Please mail to: Office of Records and Registration  
Connecticut College  
270 Mohegan Ave  
New London CT 06320-4196  
PHONE: (860) 439-2068  
FAX : (860) 439-5421

**PLEASE BE ADVISED THAT IF YOU FAX YOUR  
REQUEST, IT WILL BE PROCESSED ON A  
FIRST COME, FIRST SERVED BASIS, AFTER  
YOUR PAYMENT HAS BEEN RECEIVED.**