



Transcript Request Form

- Allow at least 2 business days processing time.
- Central College reserves the right to withhold a transcript due to outstanding financial obligations.
- Check or money order payable to Central College (\$3.00 per transcript) must accompany request.
- To pay with a credit or debit card, requests must be submitted online to the [National Student Clearinghouse](#).

Name	Maiden or Former Name
Street Address	Student ID Number or Social Security Number
City/State/Zip	Daytime Phone Number
E-Mail Address	Date Last Attended

For current students:
 send now hold for grades, specify term: _____ hold for graduation, specify date: _____

Send to transcripts to: <input type="checkbox"/> me at the address above, Number of copies: _____	
Send transcripts to: <input type="checkbox"/> the address below, Number of copies: _____	Send transcripts to: <input type="checkbox"/> the address below, Number of copies: _____
Recipient's Name	Recipient's Name
Street Address	Street Address
City/State/Zip	City/State/Zip

Transcripts will not be issued without an original signature.

Signature

Date

Print a copy of this form, complete all sections, and send to:

Central College
 Academic Records & Registration
 Campus Box 6400
 812 University Street
 Pella, IA 50219

- Other questions? Contact the Academic Records & Registration office by telephone at 641-628-5442
- This form can be faxed directly to our office for UNOFFICIAL transcripts ONLY: 641-628-7688 Please call to confirm arrival of your fax.

Enclose a check or money order payable to Central College.