

If you need your **OFFICIAL** transcript sent electronically, you will need to place your request using our online service:

https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=00158900



Transcript Request

Office of the Registrar
7300 Reinhardt Circle
Waleska, GA 30183
Fax: 770-720-5913
Email: transcripts@reinhardt.edu

All financial obligations and records holds from the University must be met before an official transcript can be issued.

Please complete and sign the request and return it in person, or by fax, email, or mail to the address above with the applicable processing fee. Please allow up to 5 business days for processing.

REGISTRAR'S OFFICE USE ONLY

PAID AMOUNT _____
REGISTRAR'S DATE STAMP

TRANSCRIPT PRINTED
INITIALS _____ DATE _____

PLEASE PRINT CLEARLY AND FILL IN ALL PORTIONS OF THE FORM

Incomplete or illegible forms may result in a delay in your request being processed.

STUDENT INFORMATION

_____	<i>OR</i>	_____	_____
Student ID #		Last 4 digits Social Security #	Birth Year

Name: Last	First	MI	Other names in which your record might be listed

Current Home Address		Best Daytime Phone Number	

City	State	Zip Code	<input type="checkbox"/> Current Student <input type="checkbox"/> Alumnus <input type="checkbox"/> Former Student

OFFICIAL TRANSCRIPTS REQUESTED

<input type="checkbox"/> OFFICIAL (\$7 per transcript)	Please print name and full address of recipient
Quantity _____	_____
<input type="checkbox"/> Mail	Name of Institution
<input type="checkbox"/> Pickup	_____
<input type="checkbox"/> Hold for current term grades	Attention
<input type="checkbox"/> Hold for degree posting	_____
	Street Address

	City State Zip Code

UNOFFICIAL TRANSCRIPT REQUESTED: ***Current students should access their unofficial transcript though EagleWeb.***

<input type="checkbox"/> UNOFFICIAL (no charge if emailed)	_____
	Email address of recipient

If you have any questions regarding the request of academic transcripts, please contact the Registrar's Office at 770-720-5534. Please arrange to pay the required \$7 fee per transcript. Transcripts will be processed after both the form and the payment have been received. **If payment is not received within 30 days of receipt of this form, the form will no longer be valid.**

Payment methods:

1. To pay via phone, call the Business Office at 770-720-5520.
2. To pay by mail or in person, include payment with this form. For security purposes, please do not mail cash.

**I hereby authorize Reinhardt University to release my transcripts according to the above selection.*

Requestor's signature authorizes release of transcripts.

Date

Electronic signatures will NOT be accepted.

*By signing this form, permission is given to update the requestor's record as provided above.

Updated November 2018