



Official Transcript Request Form

Transcripts processed per this request are official college transcripts and will be sealed in a college envelope and stamped with the signature of the registrar.

We are not able to fax or email transcripts. For electronic transcript options, please visit the National Student Clearinghouse (www.studentclearinghouse.org)

Delivery Options and Fees:

1. **No Cost** - USPS mail within 1-2 business days of receiving completed form
2. **\$20.00** - Rush fee for walk-in, same day processing
3. **\$35.00** - Rush fee for FedEx Priority Overnight delivery

(Enclose cash, check, or money order. Please contact our office if other payment option is needed)

Completed forms can be sent to:

Concordia College
Office of the Registrar OR **Email: registrar@cord.edu**
901 8th Street South **FAX: 218-299-3224**
Moorhead, MN 56562

Student Information:

<u>First Name</u>	<u>Last Name</u>	<u>M.I.</u>	<u>Previous Name(s)</u>
<u>Student ID # or SSN</u>		<u>Date of Birth</u>	
<u>Phone Number</u>		<u>Email Address</u>	

Recipient Information:

Send Transcript(s) to Address Below: # of copies _____	
OR	
Hold for Pick-up: # of copies* _____ <i>Photo ID required for pick-up requests.</i> <i>*Provide name if someone other than the student will pick-up the transcript(s):</i>	
THE CORRECT RECIPIENT ADDRESS IS THE SOLE RESPONSIBILITY OF THE STUDENT Recipient's Name/Office: Street Address: City State Zip:	Reason for Request: <input type="radio"/> Scholarship <input type="radio"/> Employment <input type="radio"/> Transfer <input type="radio"/> Graduate Admissions <input type="radio"/> Other
<u>Student Signature</u> (Transcript will not be released without handwritten signature) <u>Date</u>	