

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

SSN or Student ID# \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
month day year  
Former Surname(s) \_\_\_\_\_  
Phone Number (required) \_\_\_\_\_

Student's Signature \_\_\_\_\_  
Today's Date \_\_\_\_\_

Instructions (check only one)  
\_\_\_\_ SEND transcript(s) immediately  
(normal processing time is 5 working days)  
\_\_\_\_ HOLD for Fall term grades  
\_\_\_\_ HOLD for Fall Term 1 grades  
\_\_\_\_ HOLD for Fall Term 2 grades  
\_\_\_\_ HOLD for Spring Term grades  
\_\_\_\_ HOLD for Spring Term 1 grades  
\_\_\_\_ HOLD for Spring Term 2 grades  
\_\_\_\_ HOLD for Summer term grades  
\_\_\_\_ HOLD until degree conferred (circle one) May | Dec | Aug

Additional Instructions  
\_\_\_\_\_  
\_\_\_\_\_

Please Select One  
 Main Campus  Camp Lejeune Campus  
 Fort Bragg Campus  Raleigh (RTP) Campus

Send Transcript to:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Are you currently enrolled at Campbell University?  
 Yes  No  
If not when did you last attend \_\_\_\_\_  
or graduate \_\_\_\_\_

Please indicate the number of transcripts you are requesting

**Payment**  
Accepted Credit Cards  VISA  Mastercard  Discover  
Card Holder Name \_\_\_\_\_  
CC# \_\_\_\_\_  
Expiration Date \_\_\_\_\_ VCODE (3 Digit #) \_\_\_\_\_

- Important Notes**
1. Please use a separate form for each mailing address.
  2. Regular Service \$5.00 per copy
  3. The applicant is responsible for any mailing charges in excess of regular first class mail; for example: courier service, FAX, priority post (call for applicable charges).
  4. Official transcripts will be sent directly to other universities, business organizations, etc. A student may receive only an "issued to student" transcript.
  5. A transcript will not be issued if any university account is outstanding.
  6. Student records are confidential and transcripts are issued only on the written request of the student.
  7. Transcripts are prepared in the order in which they are received.

**For Business Office Use Only**  
Approved \_\_\_\_\_  
Unofficial Copy Only \_\_\_\_\_  
Denied \_\_\_\_\_  
Signature \_\_\_\_\_

**Additional Note**  
If your transcript request is denied by the Business Office, this form becomes null and void after ninety days and you will be required to file a new request to obtain a transcript.

Date Mailed \_\_\_\_\_