

REQUESTING TRANSCRIPTS

A transcript is a certified official copy of your permanent academic record. You are the only person authorized to request a copy of your transcript. Your written permission and original signature are required to obtain your transcript.

Transcripts are processed in the order they are received. Normal processing time is between 2-5 days depending on demand. Processing time does not reflect delivery time.

Orders received after 3:00 pm will be processed beginning on the next business day.

There is a 10 transcript maximum per order.

No transcripts are processed or mailed on days the College is closed. Please plan accordingly.

Transcripts will not be released to/for students who have outstanding obligations to the University

A transcript picked up or sent directly to a student will be stamped "Issued to Student". Some institutions will not consider this an official copy.

Transcripts may not be requested by phone or e-mail.

Current BSN students and former BSN students: Contact the Rockhurst University Office of the Registrar or go to <http://www.rockhurst.edu/academics/registrar/transcripts/> for more Information.

Request for Official Transcript: The two-five day processing time and **\$7.50 per transcript** charge will apply. Payment is due at the time of the order. The signed request along with a check, money order, or credit card information (card number, expiration date, card security code, zip code and name of the card holder).

Unofficial Transcripts: The two-five day processing time and **\$7.50 per transcript** charge will apply. Payment is due at the time of the order. The signed request along with a check, money order, or credit card information (card number, expiration date, card security code, zip code and name of the card holder). Unofficial Transcripts will be stamped "**Issued to Student**".

BY FAX: by faxing a signed request to 816-995-2813. All fax orders must be charged to a credit card. Please provide the credit card number, expiration date, card security code, zip code and name of the card holder.

PLEASE PRINT TRANSCRIPT REQUEST FORM AVAILABLE ON WEBSITE UNDER FORMS IF YOU ARE A DIPLOMA OR TRINITY LUTHERAN GRADUATE

IF YOU ARE A BSN GRADUATE – GO TO THE ROCKHURST UNIVERSITY WEBSITE AS INDICATED ABOVE.