

# TRANSCRIPT REQUEST FORM

Current Name and Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name while attending Kendall (if different):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime Phone

\_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_-\_\_\_\_

Date of Birth                      Social Security #

Currently Enrolled? YES \_\_\_ NO \_\_\_

Years Attended: \_\_\_\_\_ to \_\_\_\_\_.

Graduated? YES or NO (circle one)

Year of Graduation: \_\_\_\_\_.

Send Transcript to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check if more than ONE recipient  
(list additional addresses on back of form).

Please send me an *Unofficial* copy

Total # of Copies Requested: \_\_\_\_\_

\_\_\_\_\_ Official (\$5.00 per copy)

\_\_\_\_\_ Unofficial (free of charge)

Send Transcript as is

Hold for Current Semester Grades

Hold for Graduation Verification

Other: \_\_\_\_\_

What is the purpose for the release of your transcript?

Transfer

Application to Graduate School

Financial Aid

Employment

Other (please specify): \_\_\_\_\_

Please Note: **In accordance with the Family Educational Rights and Privacy Act, all information must be completed.** Incomplete forms will be returned to you. Payment must accompany this request. Requests will be honored only if all other financial obligations have been met. Transcripts from other institutions cannot be forwarded by Kendall College of Art and Design of Ferris State University, FERPA prohibits third party access to transcript information without the student's written consent. Official transcripts bear the signature of the Registrar and the college seal.

**Transcripts will not be faxed by Kendall College of Art and Design of Ferris State University. Please allow at least two weeks for processing, excluding time for mailed transcripts to reach destination.**

**Student's Signature:** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

(must be signed and dated)

**Cash/Check/Money Orders ONLY for Transcript Requests**  
**NO CREDIT/DEBIT CARD ACCEPTED FOR TRANSCRIPT REQUESTS**  
**Requests for Unofficial Transcripts Only may be faxed to:**  
**616-831-9689**