



Transcript Request Form

Transcripts are available at no charge upon written requests only. Fill out one request form for each recipient, then return the signed form to the Registrar's Office using one of the following options:

Mail to: Centre College, Registrar's Office, 600 W. Walnut Street, Danville, KY, 40422

Fax to: (859) 238-6226

Scan and email to: transcripts@centre.edu

For students enrolled 1992 and later, electronic transcripts can be sent to participating colleges (see list at http://www.studentclearinghouse.org/etx_registry.php?col=1).

First Name: _____ M. I. ____ Last Name: _____

Last Name while at Centre (if different): _____

Last Four Digits of SSN or Centre Student ID Number: _____

Address: _____ Date of Birth: _____

City: _____ State: ____ Zip: _____ Phone: _____

Email: _____

Signature (Required): _____ Date: _____



Requester Status: Currently Enrolled -or- Date Last Attended _____ (mm/yyyy)

Please send _____ transcripts to the following recipient:

Complete Mailing Address or Electronic Registry Recipient:
(for Electronic recipients: list school, office and number from list)

Send Transcript:

*If mailing, copy and paste the address in the box at bottom of page

- Now
- After grades are available
- I will pick up
- After degree notation

Note: Delays may occur due to incomplete or illegible address.

Delivery Options: U.S. Mail Electronic delivery (if available) FedEx Overnight (provide acct. number)

NOTICE

The enclosed transcript is being forwarded on the condition that it cannot be released in whole or part to any other party without the written consent of the individual to whom it pertains, in accordance with the Family Education Rights and privacy Act of 1972. No transcript is issued to or for a student who is indebted to the institution.

Recipient's Address (*please copy from box above):