CARDINAL STRITCH
UNIVERSITY

# REQUEST FOR UNOFFICIAL TRANSCRIPTS

NOTE: THIS FORM IS FOR UNOFFICIAL TRANSCRIPTS ONLY. REQUESTS FOR OFFICIAL TRANSCRIPTS ARE TO BE MADE THROUGH THE NATIONAL STUDENT CLEARINGHOUSE (www.studentclearinghouse.org)

Instructions:

1. Transcripts may be available for immediate pick up during our regular office hours. If you are stopping in person at the Main Campus for an unofficial transcript, this form is not required; However, you must bring a picture ID.
2. Due to the Family Rights and Privacy Act (FERPA) of 1974, student signature is required for release of transcript.
3. A transcript is a complete record of your enrollment at Stritch. Partial transcripts are not available.
4. If you are a current student, please check your My.Stritch account to make sure your grade has been posted before requesting your transcript.
5. PRINT clearly.
6. Request form can be either faxed to 414-410-4088, emailed to registrar@stritch.edu or mailed to Office of the Registrar, Cardinal Stritch University, 6801 N Yates Rd, Milwaukee, WI 53217
7. Transcripts can be sent back to student via fax, email, or mail.

Social Security Number _____ Stritch ID# _____

Last Name, First Name, Middle Name _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Previous Name(s) _____

Date of Birth _____

Estimated dates of attendance: From _____To _____

**Student's signature** _____

**Today's Date** _____

If picking up, you must present a photo ID before we can release your transcript.

If requesting your transcripts faxed, please provide the contact name and fax number:

_____

Contact Name Fax Number

If requesting your transcripts emailed, please provide complete email address:

_____

Email address

If requesting your transcripts mailed, please give a complete and exact address. (One address per form.)

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For Office Use Only: Date Processed_____; Initials_____