



Adrian College

Authorization to Release Transcript / Transcript Request

In person: Student Business Services • Caine Student Center • Adrian College

Same Day/In-Person requests must be made in writing. Your signature is required.

Fee for same day processing (pickup) is \$25 per transcript (check or cash only).

Transcripts requests will be fulfilled Monday-Friday during normal business hours.

No Weekends/Holidays

1

Student Business Services:

This account is not subject to financial hold as of _____

Student Business Services signature _____

2

NAME _____
Last First M.I.

FORMER NAME(S) _____

SOCIAL SECURITY NUMBER **XXX - XX -** _____ DATE OF BIRTH _____

CURRENT ADDRESS _____

BEST CONTACT PHONE _____ E-MAIL _____

CIRCLE ONE: *Currently Enrolled* - OR - *Last Enrolled*: Semester _____ Year _____

X _____
Student Signature (required) Date

Financial Hold
SA _____ ECSI _____
Date _____

Registrar's Office Use Only:
Rec'd from Stu.Bus.Svcs. _____
Picked Up _____

***Please visit the Adrian College Registrar's webpage to order an electronic or mailed copy of your official transcript.**