



## Transcript Request Form

\*This will not include work taken through the SIU School of Law. Please visit [www.law.siu.edu](http://www.law.siu.edu) to request these transcripts.  
To request a transcript: Submit this form along with a check or money order made payable to SIU.

**Transcripts are \$5 per copy.** Our mailing address is:  
Southern Illinois University Carbondale  
Attn: Transcripts  
Student Services Building Room 0251  
Mailcode 4701  
Carbondale, IL 62901-4701

Questions? Please call 618-453-2054 or e-mail [transcripts@siu.edu](mailto:transcripts@siu.edu)

### Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Maiden or other names of attendance: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Dawgtag: \_\_\_\_\_ SSN (optional) \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_  
\*See below for details  
Daytime Phone: \_\_\_\_\_ Email address: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Delivery Address for Transcript(s)

Name: \_\_\_\_\_ Number of copies to this address: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Pick-Up Release Authorization - photo ID required for pick up

I will pick up transcript(s) (Available next business day after 2pm.) Number of copies requested \_\_\_\_\_  
I authorize \_\_\_\_\_ to pick up my transcript(s). Name must be provided when placing request.

### Processing Options (must choose one) Once indicated, this cannot be changed.

- Mail Immediately (current term grades and/or degree may not appear on transcript)
- Hold for Degree Posting
- Hold for Grade Posting
- I need an Apostille on my transcript(s)

Student Signature (REQUIRED) \_\_\_\_\_

\*Your Social Security Number is not required but recommended and will prevent potential delays in processing your request.

### Payment Information

Checked in by \_\_\_\_\_ Payment received \_\_\_\_\_ Date ordered \_\_\_\_\_ # of copies \_\_\_\_\_

I certify this transcript request has been picked up \_\_\_\_\_ Date \_\_\_\_\_