

**Transcripts will NOT be faxed or emailed.** Transcripts mailed directly to the student will be marked **"Issued to Student"**. For more information please visit [southeast.edu/requestatranscript](http://southeast.edu/requestatranscript). Completed form should be submitted to the Registration & Records Office in person or by FAX at 402-437-2670. To upload electronically, contact the Registration & Records Office at 402-437-2605 for the secure upload link.

Date: \_\_\_\_\_ # of Copies: \_\_\_\_\_

**Clearly PRINT your name & address:**

☐ Check if New Address

Student's Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Former Last Name(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_ or SCC Student ID# \_\_\_\_\_

Signature \_\_\_\_\_

**Written or digital signature required.**

**Typed signatures (including cursive fonts) will not be accepted.**

**Send transcript to:**

**(Please print clearly. Transcripts will NOT be faxed or emailed.)**

Name and/or Office \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**DATES OF ATTENDANCE:**

- ☐ Currently enrolled  
☐ I have a degree from SCC  
\_\_\_\_\_ First year attended (approximate)  
\_\_\_\_\_ Last year attended (approximate)

☐ **Immediate Transcript**

- ☐ **In-person (Photo ID Required)**  
— \$5 processing fee

- ☐ **Overnight**  
— Minimum \$50 fee

- ☐ **Send Transcript**  
— 3-5 working days  
— Free of charge

- ☐ **Pick up (Photo ID Required)**  
— 3-5 working days  
— Free of charge

- ☐ **Send** when current term  
grades are available

*A transcript may be held if certain  
financial obligations exist.*

**REGISTRATION OFFICE ONLY**

Date \_\_\_\_\_

Data Entry \_\_\_\_\_