



SOUTHWESTERN COLLEGE

CONSCIOUSNESS-CENTERED GRADUATE SCHOOL FOR COUNSELING AND ART THERAPY

TRANSCRIPT REQUEST FORM

OFFICIAL

UNOFFICIAL

(Check one)

TRANSCRIPT REQUEST MUST BE MADE IN WRITING BY STUDENT ONLY.

SOCIAL SECURITY NUMBER _____		YEAR OF LAST ATTENDANCE _____	
LAST NAME _____		FIRST NAME _____	MIDDLE/OTHER _____
ADDRESS _____		PHONE _____	
CITY _____	STATE _____	ZIP CODE _____	
OTHER NAMES _____		DATE OF BIRTH _____	
SIGNATURE _____		DATE OF REQUEST _____	

COST	CHECK ONE
UNOFFICIAL	No charge _____
OFFICIAL*	\$5.00 each _____
RUSH OFFICIAL	\$10.00 each _____
(Rush Official are processed within 24 hours. All other requests are processed on Fridays.)	

PLEASE INDICATE
_____ NUMBER OF COPIES
_____ HOLD FOR CURRENT QUARTER GRADES
_____ HOLD FOR DEGREE POSTING
_____ WILL PICK UP
_____ PLEASE MAIL

OFFICE USE ONLY
Date Transcript mailed _____
Amount Due _____
Paid _____
Initials _____

MAIL TO:	_____
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*Please allow 2 weeks for processing at the end of the quarter.

Important! Financial aid and accounts receivable balances must be cleared before a transcript will be released.
FAX completed form to Registrar, 1-505-467-6810 or mail with payment to Registrar, SWC, 3960 San Felipe Rd., Santa Fe, NM 87507.
Call or email registrar with any questions, toll-free 1-877-471-5756, ext. 6809, email registrar@swc.edu.