



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
OFFICIAL*	\$10.00 each _____
RUSH OFFICIAL	\$15.00 each _____
UNOFFICIAL	No charge _____

(Rush Official are processed within 24 hours.
All other requests are processed on Fridays.)

PLEASE INDICATE

_____	NUMBER OF COPIES
_____	WILL PICK UP
_____	PLEASE MAIL
_____	HOLD FOR CURRENT QTR. GRADES
_____	HOLD FOR DEGREE POSTING

OFFICE USE ONLY

Date Transcript mailed _____
Amount Due _____
Paid _____
Initials _____

*Please allow 2 weeks for processing at the end of the quarter.

MAIL TO:	_____
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NOTE: 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 or 505-467-6809 direct. Email: registrar@swc.edu