Transcript Request Form

Student ID # or Last 4 digit of S.S. #  First Name  Last Name  M.I.

Date of Birth  Phone No.  Maiden / Former Name

Transcript Request Option

Request Options (Select One):  Fee:  Qty  Financial Aid Office Use Only:

Prepared for Same Day (30min wait)  $20.00
Fax Transcript (24HRS)  $20.00  Total Amount  $
Fax #: (  ) __________________  Total Fee Paid  Y  N
Prepared for Next Day (24HRS)  $10.00  Fin. Aid Initials
Prepared within 5 business Day  $ 5.00
Hold for final Grades  $ 5.00  Date
Hold for Graduation Notation  $ 5.00

Transcripts for all former and current students are issued upon receipt of a written request signed by the student. (E-mailed, faxed and phone request will not be accepted)

All outstanding balances must be cleared before a transcript will be released. You are responsible for checking your account balance before submitting a request. You can do this by calling Financial Aid Office at 312.939.0111.

Transcript fee must be paid in full prior to processing. The University accepts cash, money order or cashier's check as payment of the fee. Personal checks and credit cards are not accepted. All transcript fees are non-refundable.

Transcript request are processed in the order in which they are received. The normal processing time is 4 business days; however, during peak times and registration, routine processing may take longer.

All transcripts are sent through First Class Priority Mail. You may provide your own FedEx Envelope w/paid postage if rush delivery is needed. The Records Office is not responsible for the length of delivery times lost/undelivered mail; fees are for guaranteed processing time only.

For all current attending students, unofficial transcripts may be obtained through the Student Portal. Previous students please email the Registrar at asma@eastwest.edu

Delivery Option

Hold for pickup
Mail to (please write legibly)

Student Signature  Date

REV 8.26.16