

# Transcript Request

## To the student:

- Use a separate form for each college attended.
- Fill out the information below.
- Call the registrar of the institution(s) attended to find out the cost of an official transcript. Faxed transcripts are not considered official.
- Sign and mail the request form with your payment to the office of the registrar at the college or university attended.
- For a high school transcript, call the administrative office of the high school for instructions.

## To the registrar:

Please send an official transcript to:  
Simpson College  
Continuing & Graduate Programs  
1415 28<sup>th</sup> Street, Suite 250  
West Des Moines, IA 50266

Student name: \_\_\_\_\_

Current address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

Last 4 Digits of Soc Security Number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Maiden name: \_\_\_\_\_

Dates of attendance (if known): From: \_\_\_\_\_ To: \_\_\_\_\_

Name of high school attended: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar, please enclose a copy of this form with the transcript. Thank you.

**SIMPSON COLLEGE**  
