

Simpson College

Request for Unofficial Transcript

Name: _____	Maiden/Former name: _____
Simpson ID or SSN: _____	Date of Birth: _____
Street Address: _____	City/State/Zip: _____
E-mail: _____	Cell number: _____
Student Signature: _____	Date: _____

- Please allow 24 hours processing time.
- Unofficial transcripts will not be released without an actual signature.
- Unofficial transcripts can be requested in person, with a photo ID, at the Registrar's Office in Hillman Hall.

Print a copy of this form, complete all sections and return to our office by one of the options below:

- Scan/e-mail: transcripts@simpson.edu
- Fax: 515-961-1310
- Mail: Simpson College, Office of the Registrar, 701 N. C St, Indianola IA 50125

A copy of your unofficial transcript will be sent to you by choosing **ONE** of the following delivery methods:

1. E-mail address: _____
2. Fax number: _____ Attn: _____
3. Mailing address: _____

OFFICIAL TRANSCRIPT

Simpson College uses the National Student Clearinghouse as our authorized agent for receiving official transcript requests. Please log into <https://secure.studentclearinghouse.org/tsorder/schoolwelcome> to request your official transcript.