SPELMAN COLLEGE TRANSCRIPT REQUEST FORM

350 Spelman Lane, S.W., Atlanta, GA 30314 ● Room 201- Packard Hall
Office Hours: M-F 9:00 a.m. to 5:00 p.m. ● Telephone: 404.270.5231/5230

INSTRUCTIONS

Please Note the following: **This form cannot be electronically submitted**

1. **This form is void until signed.** 2. All financial obligations must be reconciled before transcripts will be released.
3. Please indicate the CORRECT address (es), name(s) of person(s), or apartment number where the transcript is to be delivered. Spelman College Office of the Registrar takes no responsibility for incorrect mailing information.

Step 1 - Print the form
Step 2 – Write/type the required information in the spaces below
Step 3 - Sign the form
Step 4 - **Mail to:** Spelman College, Office of the Registrar, 350 Spelman Lane, SW, Atlanta, GA 30314

_____/_____/_____ _____
Today's Date mm/dd/yyyy **Name while attending Spelman** Last First Middle

_____ - _____ - _____ _____
Student ID Number (or Last four digits of SSN) **Name if different from above** Last First Middle

_____
Street (Local Address)

_____ _____ _____/_____/_____
City **State** **Zip Code** **Telephone No.** **Date of Birth** mm/dd/yyyy

☐ I am Currently Enrolled OR Last Attended Spelman: ☐ Spring Semester _____ ☐ Fall Semester _____

I hereby authorize Spelman College to release the transcript of my academic record.

_____
Signature of Student *(required)*

Please print legibly.

☐ Mail transcript(s) immediately ☐ Mail transcript(s) when final grades are available

PLEASE ALLOW 10 (TEN) BUSINESS DAYS FOR REGULAR PROCESSING

Please mail transcript(s) to the following address(es):

1)_____
_____
_____
_____

Send _____ Copies

2) _____
_____
_____
_____

Send _____ Copies

3)_____
_____
_____
_____

Send _____ Copies

4) _____
_____
_____
_____

Send _____ Copies

Total Number of Transcripts Ordered: _____

PAYMENT OPTIONS

☐ Enclosed is a check / money order for $ _____ (mail to the Registrar's Office address above)

☐ Go online to BannerWeb *(If you have an attachment, you must mail your transcript request along with the attachment.)*

☐ Visit the Registrar's Office in Packard Hall and complete our transcript form

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