

**Print this page and send to:**

**Registrar's Office**

**St. Olaf College**

1520 St. Olaf Ave.

Northfield, MN 55057

507-786-3006

**Fax # 507-786-3074**

**Rush request:** processed the same day received – if received by noon (\$10.00 per transcript) sent regular USPS mail

**Regular request:** processed within 2-3 business days of receipt (\$5.00 per transcript) sent regular USPS mail

**Paracollege Evaluations:** additional \$5.00 per set

**IDENTIFYING INFORMATION & AUTHORIZATION TO RELEASE:**

Name \_\_\_\_\_

Last (include name while student at St. Olaf)

First

Middle

Current Address \_\_\_\_\_

Street/City/State/Zip

Daytime Phone Number \_\_\_\_\_

Student Number \_\_\_\_\_

Birth Date \_\_\_\_\_

SSN xxx-xx-\_\_\_\_\_

Last Date Attended \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: I hereby authorize St. Olaf College to release my official academic transcript

**PAYMENT INFORMATION (to avoid delay complete all information in this section)**

Payment can be made by cash, check, money order (made out to St. Olaf College) or Visa/MasterCard

Number of Transcripts: \_\_\_\_ x \$5 each regular processing or \$10 each rush (same day) processing (see above)  
Include Paracollege Evaluations? [ ] yes [ ] no Add additional \$5.00 per set to transcript cost.

Send Now [ ]

Send after \_\_\_\_\_ Term grades are posted / After degree is posted \_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_  Cash  Check  Money Order (payable to St. Olaf College)

Credit Card Payment: [ ] Visa [ ] MasterCard Total Amount to be Charged \$ \_\_\_\_\_

(Debit Card not accepted)

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp. Date \_\_\_\_/\_\_\_\_

3 digit code \_\_\_\_\_

Print Name exactly as it appears on your credit card: \_\_\_\_\_

Billing Address of credit card: \_\_\_\_\_

(must include house no. and/or building no. AND zip code)

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

(required)

Mail to:

Mail to:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Use back of this form for any additional mailing addresses. **WE DO NOT FAX TRANSCRIPTS**