

REQUEST FOR PAPER/PRINTED TRANSCRIPT

***IF YOU ARE REQUESTING AN OFFICIAL ELECTRONIC TRANSCRIPT, OR FOR FASTEST FULFILLMENT, PLEASE SUBMIT YOUR REQUEST THROUGH www.studentclearinghouse.org.**

Section A. Student Information

First Name: _____ Last Name: _____

Program/Degree: _____ Class of: _____ DOB: _____

Salus Email: _____ Telephone: _____

Name while in attendance (if different from above): _____

Section B. Transcript Recipient Information and Request Details

For additional recipients, please complete Section B of another request form and submit with this form.

Business or Individual's Name: _____

Attention (if applicable): _____

Address: _____

Each printed official transcript costs \$10. How many copies do you want sent to this recipient? ____

When do you want your transcript(s) processed?

Current Transcript After Grades are Posted After Degree is Conferred

How would you like this/these transcript(s) to be processed?

Standard Processing Options

(3-5 business days)

- Hold for pickup
- Mail via regular USPS
- Express Overnight/International – add \$25
- Express Overnight/Domestic – add \$20

Rush Processing Options

(same day if received by 12pm EST)

- Hold for Pickup – add \$5
- Mail via regular USPS – add \$5

Section C. Fee Summary

Quantity of Transcripts x \$10 = \$ _____

Additional Processing Fee = \$ _____

Total Fee = \$ _____

Total Fee can be paid in the form of cash or check/money order made payable to *Salus University*.

Section D. Important Notes

If you have a hold on your student record, the University will not process your transcript request until the hold has been resolved. Official paper transcripts will bear the embossed university seal and the Registrar's signature.

Signature: _____ **Date:** _____

Return the completed form and appropriate fee to Salus University, Office of the Registrar, 8360 Old York Road, Elkins Park, PA 19027.