



Official Transcript Request

Mail to: Business Office
 Rhodes State College
 4240 Campus Drive
 Lima, OH 45804
 Phone: (419) 995-8473

Please Note: No records will be released if there is an outstanding obligation to the institution.

1. Check Service Desired: All transcripts may take up to 5 business days to process.

<input type="checkbox"/> Standard Service (\$5.00 per copy)	Number of Official Copies	Dollar Amount Enclosed \$
	_____	_____
<input type="checkbox"/> Overnight Mailing Fee: Add \$22.95 for each overnight transcript. (\$5.00/transcript + \$22.95/mailing = \$27.95)		
<input type="checkbox"/> Hold for current term grades <input type="checkbox"/> Hold for awarding of degree		

Payment must accompany all requests. Make checks payable to "Rhodes State College".

2. Student Information:

Full Name: _____

Former/Maiden Name(s): _____

Student ID# or SSN: _____ **Date of Birth:** _____

Current Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Dates of Attendance:** From _____ to _____

Did you graduate from Rhodes State College/Lima Technical College? Yes No

3. Select Mailing Option:

Please, allow up to 2 weeks for receiving institution to process. I.D. must be shown when picking up transcripts.

Mail transcript(s) to address above.

I will pick up transcript(s) on (day) _____

Name of person picking up transcript if other than yourself

(Person must have their photo ID)

Mail transcript(s) to address below.

Complete contact name/address if transcript is being sent to an address other than your own.

Attn: _____

Company/School: _____

Address : _____

City: _____

State: _____

Zip: _____

4. **Student Signature:**

Transcripts are released in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

Student Signature _____

Date: _____

For Office Use Only:

Date Paid _____

Receipt # _____

By _____

Date Transcript Processed _____

By _____