

## OFFICIAL TRANSCRIPT ORDER FORM

Item	Amount Due
Official Transcript Fees	\$10.00 per transcript (sent out within 7-10 working days) \$20.00 per transcript (sent out within 2 working days)

**1.** \_\_\_\_\_  
 Name (First,M.I.,Last.) Maiden Name (if applicable)

\_\_\_\_\_  
 Address City State Zip

\_\_\_\_\_  
 Daytime phone number Student ID number Last four digits of your SSN#

**2. Please check:**  SEND NOW  HOLD FOR FINAL GRADES  HOLD FOR GRAD. DATE

**3. Please forward my transcript to:**

Rush  Standard # of copies \_\_\_\_\_

(Address 1) (Address 2-if applicable)

\_\_\_\_\_  
 Home/Institution /Company

\_\_\_\_\_  
 Name and Title

\_\_\_\_\_  
 Number and Street

\_\_\_\_\_  
 City State Zip

(Note: Addresses must be clear, legible and complete. Transcript(s) will be sent to the address (es) exactly as it appears above.)

**4. PAYMENT:**

**DO NOT SEND CASH!** Make check or money order payable to Charter Oak State College.  
 Please complete this form and return it with your payment to: **Charter Oak State College**  
**85 Alumni Road Newington, CT 06111.**

**Please check method of payment:**

Check  Money Order  Paid online: (if payment made online  
 please fax request to:860.760-6918 or email  
 to registrar@charteroak.edu )

**OFFICE USE ONLY :**  
 Amount: \_\_\_\_\_  
 Forwarded on: \_\_\_\_\_  
 By: \_\_\_\_\_

**5.** \_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**