Print Form

Southeastern Louisiana University
Office of Records and Registration

Transcript Request Form

(Request is valid for 30 days)

Transcript is to be:

- ☐ Picked up by me
- ☐ Send electronically (please indicate email address)
- ☐ Faxed **(Unofficial Only)** (please indicate fax number)
- ☐ Picked up by a designated person (**see name below)
- ☐ Send via US Mail (please indicate mailing address below)

Number of Copies Requested (Maximum of three per request) ____

Email Address ____

Fax Number (Unofficial Transcipt Only) ____

Name and Address of where Transcript is to be mailed:

Person, University / College, or Business Name: ____

Address: ____

City ____ State ____ Zip Code: ____

Student's Information:

Student's Last Name: ____ Student's First Name ____ Middle Initial. ____

Last Name Used as a Student (if different): ____ Birthday: ____

Social Security Number: ____ Student ID Number ("W" Number): ____

Student's Mailing Address: ____

City: ____ State: ____ Zip Code: ____

Student's Phone Number (Day) ____ Student's Phone Number (Evening) ____

Approximate Dates of Attendance at Southeastern: ____ **Are you a dual enrollment student?** ☐ YES ☐ NO

Send transcript now? ☐ YES ☐ NO **Do you plan to graduate this semester?** ☐ YES ☐ NO

OR

Hold transcript for: ☐ End of current semester's grades to be posted ☐ Posting of degree

_____ _____

Student's Signature: (Required for release of information) **DATE**

Name of designated person to pick up transcript: **(Identification is required): ____

NOTES: *All transcripts mailed to students or picked up by students will be marked "Issued by Student."*
Transcripts ordered for pick up MUST be picked up within 30 days. Transcripts not picked up within this time frame will be shredded and a new request required. Incomplete forms will not be processed. Processing time 7-10 business days.

Complete and sign this request form and mail to:
Southeastern's Office of Records and Registration
SLU 10752
Hammond, LA 70402

OR
Fax to:
Southeastern's Office of Records and Registration
(985) 549-5632