

Office of the Registrar

Clarkson College
101 S 42nd Street
Omaha NE 68131-2739

FX 402.552.6165
Email:
Registrar@clarksoncollege.edu



Prepare to be the **best.**

UNOFFICIAL Transcript Request

Last Name, First & Middle: _____

Former Name(s): _____ Student ID#: _____

Street Address: _____ City, State, Zip: _____

Phone Number where you can be reached _____ Birthdate: _____

Unofficial transcripts are available in Self-Service. If you are unable to access Self-Service, this form must be completed and submitted by mail, fax, in person, or emailed to Registrar@clarksoncollege.edu. Unofficial transcripts are not released for students who have a stop or whose accounts with the college are delinquent. Unofficial transcripts mailed to the student will be marked "ISSUED TO STUDENT".

Please send:

Undergraduate Transcript Graduate Transcript Both

Date of Last Enrollment: _____

Send UNOFFICIAL Transcript(s) to:

Pick –Up from Clarkson College
Please allow 24 hours processing time from date received

Fax
Attention: _____ Fax Number: _____

Mail
To: _____ To: _____

Processing time: Once a request has been received by the Registrar’s Office, the unofficial transcript will be mailed or faxed within two business days during non-peak times, 5 business days during peak times (December-January, April-May, and August).

Signature: _____ Date: _____