



Official Transcript Request

Return to: Registrar's Office
Bldg. 3 Rm. 309
assistant.registrar@cei.edu

- Official transcripts are **\$10.40 per copy requested**. Transcripts are processed within **7-10 business days**.
- If you request your transcript to be on **"Hold for Pick-Up"**:
 - Wait to be notified by email or phone call for when it is ready for pickup. You must present photo ID when picking up your transcript.
 - If you would like to designate someone other than yourself to pick up your transcript, please note his or her name in the "special instructions" box. They will need to bring photo ID.
- If you request to **"hold your transcript for final grades" or "degree conferral"** please know that your transcript will not be sent until those processes are completed.
 - Final grades take a week after the semester ends while degree processing takes anywhere from 8-12 weeks after the semester.

Student Information

Full Legal Name _____

SSN or Student ID # _____ Date of Birth _____

Mailing Address _____

Phone Number _____ Email Address _____

Previous Names _____

Type of Transcript

- CEI – Credit Classes (including classes taken while in high school, Early College)
- WTCE – Non-Credit Workforce Training Classes (before August 2018)

Program(s) & Years Attended _____

Degree: Yes No If yes, indicate degree _____

Order Information

- Hold for Pick Up Mail Now As Is Hold for Final Grades Hold for Degree Conferral

Number of Copies Requesting _____ (\$10.40 fee per copy ordered)

Mail To

Recipient Name _____

Mailing Address _____

Special Instructions

By checking this box & submitting this form, I consent to providing my typed electronic signature in place of a handwritten signature.

Signature _____ Date _____