

**Request for Southeastern Institute Official Transcripts**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number#: \_\_\_\_\_

**Please Check One Option Below:**

- I will pick up **OFFICIAL** transcript. (\$5.00)
- Please mail **OFFICIAL** transcript to the address below: (\$5.00)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Please fax **UNOFFICIAL** transcript to the number below (no charge)

Fax #: \_\_\_\_\_ Attn: \_\_\_\_\_

- Please mail **OFFICIAL** Transcript for Exam Purposes (no charge)

Agency Administering Exam: \_\_\_\_\_

*Note: the transcript will be sent directly to the agency that administers the exam.*

**Please Read and Sign:**

I understand that there will be a \$5.00 processing fee per transcript if an **OFFICIAL** transcript has previously been issued. I understand that any balance due to the school must be current before a transcript (official or unofficial) may be issued.

I understand that a request for a Southeastern Institute transcript must be in writing, signed by the student and requested a minimum of two (2) weeks before a transcript is required.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Requested

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**For Official Use Only:**

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Date Processed

Tracked in Database?  Yes  No