

Student Information:

First Middle Last

Address

Address

City

State

Zip Code

Campbell Student ID#

Date of Birth

month

day

year

Any Previous Names

Phone Number (required)

Email (required)

Student's Signature

Today's Date

Instructions (check only one)

____ SEND transcript(s) immediately
(normal processing time is 5 working days)

____ HOLD for Fall term grades

____ HOLD for Fall Term 1 grades

____ HOLD for Fall Term 2 grades

____ HOLD for Spring Term grades

____ HOLD for Spring Term 1 grades

____ HOLD for Spring Term 2 grades

____ HOLD for Summer term grades

____ HOLD until degree conferred (circle one) May | Dec | Aug

Additional Instructions

Please Select One

☐ Main Campus

☐ Camp Lejeune Campus

☐ Fort Bragg Campus

☐ Raleigh (RTP) Campus

Send Transcript to:

Name

Address

Address

City

State

Zip Code

Are you currently enrolled at Campbell University?

☐ Yes

☐ No

If not when did you last attend

or graduate

Please indicate the number of transcripts you are requesting

Payment: We accept cash, check, money order or credit card.

Accepted Credit Cards

☐ VISA

☐ Mastercard

☐ Discover

☐ AmEx

Please do not fax or email your credit card information. Please submit your request and then call 1.800.334.4111 ext 1265 to talk with a staff member about your card information.

PLEASE NOTE: Your request will not be processed until full payment has been made.

Important Notes

1. Please use a separate form for each mailing address.
2. Regular Service \$5.00 per copy
3. The applicant is responsible for any mailing charges in excess of regular first class mail; for example: courier service, FAX, priority post (call for applicable charges).
4. Official transcripts will be sent directly to other universities, business organizations, etc. A student may receive only an "issued to student" transcript.
5. A transcript will not be issued if any university account is outstanding.
6. Student records are confidential and transcripts are issued only on the written request of the student.
7. Transcripts are prepared in the order in which they are received.

For Business Office Use Only

Approved

Unofficial Copy Only

Denied

Signature

Additional Note

If your transcript request is denied by the Business Office, this form becomes null and void after ninety days and you will be required to file a new request to obtain a transcript.

Date Mailed