



Southwestern Community College
 1501 West Townline Street • Creston, IA 50801
 800.247.4023 or 641.782.7081
 FAX 641.782.3312

Academic Transcript Request

ID Number or Social Security No.		E-mail Address	
First Name/Middle Initial Last Name		Phone Number	
Street Address		Alternate Phone Number	
City/State/Zip			
Maiden or Previous Name(s)			

_____ # of copies will pick up mail to address below:
 [Please print exact name and address to which transcript is to be sent.]

Send Record to
Street Address
City/State/Zip

 Signature

 Date of Request

NOTE: Transcripts are ordinarily issued within one week; please allow two weeks when the request is made at the end of term.

I am currently enrolled here. If not current student, give date of last attendance:
 Term _____
 Year _____

Check the appropriate box(es):

- Mail now.
- Hold for current grades.
- Hold for degree/diploma.
- Hold for grade change.

POLICIES

1. **A fee of \$5 per transcript must be paid to the SWCC business office prior to the transcript being sent.** To pay by credit card, please call 641.782.1448.
2. A transcript will be issued **ONLY** on written request.
3. Transcripts are not issued until all accounts with the college are paid.
4. Only SWCC transcripts are issued. Transcripts from other colleges are **NOT** included, although the transfer credits accepted by Southwestern are listed.
5. Transcripts issued or mailed to students are not usually considered to be official by other schools or agencies.

FOR OFFICE USE ONLY

Date Mailed _____