Augustana is pleased to provide official paper copies of transcripts free of charge.

NAME: ___________________________________________ DATE: ______________________

First    Middle    Last

FORMER NAMES: _______________________________________________________________

AUGUSTANA ID #: ___________________________ OR    Last 4 digits of SS #: _________

BIRTHDATE: _____/_____/_______ Dates of Attendance _____________________________

CURRENT ADDRESS: ___________________________________________________________

CITY: ______________________ STATE: _______ ZIP: _________________

PHONE NUMBER: ___________________ EMAIL ADDRESS: __________________________

*LEARNER’S EDGE STUDENTS: Please note Learner’s Edge courses are not listed on your transcript before grades are received. We receive the registration information and grades simultaneously and are unaware how many courses should be listed on your transcript when mailing out. Please indicate how many LE courses should appear on your transcript when mailing out. Note: You should receive an email from Augustana once each LE course is posted to your transcript.

Please mail my official transcript to:

# of copies to mail to this address _______ # of copies to mail to this address _______

☐ In 1 envelope ☐ In separate envelopes ☐ In 1 envelope ☐ In separate envelopes

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* Additional addresses can be written on the back of this form or on an additional page

☐ Hold transcript for degree ☐ Hold for final Fall/Interim/Spring/Summer grades

Signature _____________________________________________

* REQUIRED *

NOTE: Augustana University will not release transcripts until all accounts, including loan funds administered by the college, are paid in full or are current according to established repayment schedules.