



## Requesting Official Transcripts

from the school(s) you have attended

### Steps:

1. Complete the transcript request form below.
2. Contact the Guidance Department (at graduating high school) or Registrar at each college to obtain the address and to determine if there is a processing fee involved.
3. Mail or drop off the transcript request form and processing fee (if any) to the school(s).

**Important: Transcripts must come from the originating institution in a sealed envelope to be official. Transcripts that have been in the student's possession are unofficial.**

**Note:** Some institutions may be set up to use one of the following electronic transcript delivery systems: *Parchment, eSCRIP-SAFE, National Student Clearinghouse, TranscriptsNetwork, or National Transcript Center.* **Alverno College accepts those electronic transcripts as official documents.** Therefore, if you use one of those systems to send your transcript electronically, a paper transcript in a sealed envelope is not necessary. If an institution you have attended uses a different electronic transcript delivery system, please contact Alverno's Admissions Office to see if those transcripts can be accepted.

Alverno College should receive your transcript(s) within **two to three weeks of your request** to the institution you attended. To find out if Alverno has received the transcript(s), contact the Admissions Office at **414-382-6100** or **admissions@alverno.edu**.

## Request for Transcript of Academic Record

Last Name		First Name		Middle		Maiden Name	
Present Address						Social Security No.	
City, State, Zip						Date of Birth	
( )		( )		( )			
Home Phone		Cell Phone		Work Phone			
Currently Enrolled: <input type="radio"/> Yes <input type="radio"/> No							
Dates of Attendance				Course of Study			
Signature				Date			

Send official transcripts to:

**Admissions Office  
Document Support: FO133  
Alverno College  
PO Box 343922  
Milwaukee, WI 53234-3922**