



CALDWELL
UNIVERSITY

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UNOFFICIAL TRANSCRIPT REQUEST

An Unofficial copy of a transcript does not bear the Registrar’s signature or the University Seal, and it is **not** for official use. If you would like to order an Official transcript, please visit www.getmytranscript.com.

Unofficial transcript requests are normally processed within 3-5 business days of receipt; however, processing time may be longer during periods of peak registration or at the end of the semester.

Academic Records can only be released to the student. If picking-up an unofficial transcript in person, a photo ID will be required.

NAME _____ DATE _____

CALDWELL UNIVERSITY ID# _____ PHONE# _____

PLEASE CIRCLE ONE: MAIL PICK UP FAX

MAIL TO: _____ FAX TO: _____

_____ FAX# _____

STUDENT SIGNATURE _____