



# Centre College Transcript Request Form

## Electronic Transcripts

Centre College does not email transcripts directly to recipients, but electronic transcripts can be obtained by request through the National Student Clearinghouse for a \$4 fee. Please use the following link for electronic transcript requests:

[https://www.studentclearinghouse.org/secure\\_area/Transcript/to\\_bridge.asp?t=162547&LoginHome=to\\_home.asp](https://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp?t=162547&LoginHome=to_home.asp).

## Paper Transcripts

Paper transcripts sent by first-class US Postal Service are provided at no charge with a signed request. Please use one of the following options to make your request:

- Mail this form to Centre College, Registrar's Office, 600 W. Walnut St., Danville, KY, 40422
- Fax this form to (859) 238-6226
- Scan and email this form to [transcripts@centre.edu](mailto:transcripts@centre.edu)

Student Information	
First Name: _____ M. I. _____	Last Name: _____
Last Name while at Centre (if different): _____	Date of Birth _____
Social Security Number (last 4 digits) or Centre Student ID Number: _____	
Current Address: _____	Phone Number: _____
City: _____	State: _____ Zip: _____
Signature: _____	Date: _____
Requester Status:      Currently Enrolled   -or-      Date Last Attended _____ (mm/yyyy)	

Number of copies to be sent: \_\_\_\_\_

Complete Mailing Address for Recipient:          
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Send Transcript: Now After grades are available I will pick up After degree notation
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Delivery Options:      U.S. Mail (no charge)      FedEx Overnight (provide account number)

Centre College participates in a registry of schools that exchange transcripts electronically at no charge to the student. If your recipient is a member school, may we send your transcript electronically?  
yes                      no, I prefer the mailed paper copy