
Shimer College Transcript Request Form

Transcript fees are \$5.00 for the first official transcript and \$3.00 for each additional official transcript requested on the same form. Unofficial transcripts are always \$3.00 each. The very first transcript ever requested for each student is free. Transcripts can only be sent out as long as there are no outstanding Shimer bills and no defaulted loans.

Name: _____ Email: _____ Phone Number: _____

Home Address: _____

Name while attending school (if different): _____

DOB: _____ SS#: _____

Years attended: _____ to _____

of Official transcripts requested: _____ # of Unofficial transcripts requested _____

Address(s) where transcripts are to be mailed (include additional sheets if necessary):

Please complete this form and mail to Shimer College, 3424 S. State St., Chicago, IL 60616; attention Registrar. Transcript requests will only be processed once payment is received. This form may be faxed to (866) 485-0282. Acceptable forms of payment include check, money order, and credit card (if paying by credit card, write the name on the account, card type, account number, billing address and expiration date in the space below). Checks and money orders must be made payable to Shimer College. If rushed processing is needed, please call the Registrar at (312) 235-3523. Additional fees for rush processing are: \$10 plus transcript fee for transcripts mailed the next business day after receipt of request; \$20 per transcript plus transcript fee for transcripts mailed the same business day as receipt of request.

Signature

Date

Use this space for additional instructions or if paying by credit card.