

**INSTRUCTIONS:**

- 1. Fill out request form for **each** university or college enrolled.
- 2. Mail request to university or college previously attended or presently attending.

**REQUEST FOR COLLEGE TRANSCRIPT**

TO: Registrar's Office

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip Code

Please send:

- Official Transcript of academic record
- Letter of Good Standing

**Southern University @ Shreveport  
Office of Admissions  
3050 Martin Luther King Jr. Drive  
Shreveport, Louisiana 71107**

I attended your institution from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Signature

**PLEASE PRINT**

	<b><u>TO STUDENT REQUESTING TRANSCRIPT:</u></b>
Name	Most institutions require the payment of a fee before issuing the transcript. You can save time by including your payment with this request. You should indicate your name, as it was when you attended the institution, for reference purposes. A large number of institutions accept only transcripts mailed directly to them from the Registrar's Office.
Student's Social Security Number	The transcript must be issued to our <i>Admissions Office</i> or Registrar's Office.
Date of Birth	<b>Note:</b> If your previous school is a sending member of <b>eScrip-Safe</b> , your transcript may be sent to us electronically.
Current Mailing Address	
City State Zip Code	

 Southern University @ Shreveport is an **eScrip-Safe** receiver institution. Please send my transcript using **eScrip-Safe** if possible.