

Name:		
Last	First	Middle
Date of Birth: / /	Program:	Email:
	(e.g. BBA, MBA, PGM, KCA, etc.)	
Home Address:		

 Telephone: (\_\_\_\_\_)
 Date of Attendance at SU: \_\_\_/ \_\_\_ to \_\_\_/ \_\_\_\_

		Ν			
Documents	# of copies	Regular (3-5 business days)	Rush (within 1 business day)	Subtotal	
Official Transcript (If requesting E-Transcript, please use <u>the webpage</u> )*		\$15	\$22	\$	
Verification of Enrollment		\$10	\$20	\$	
Verification of Graduation (Same as Verification of Enrollment, but with a graduation date.)		\$10	\$20	\$	
I-20 Reprint		\$10	\$20	\$	
Financial Statement		\$10	\$20	\$	
Syllabus (please write course #):		\$10 per syllabus	N/A	\$	
Supplementary Document:		\$5 per document	\$10 per document	\$	
If mailing option is selected, add \$5 per mailing. Extra charge may apply for additional weight. Total Amount:				\$	

## **Please Choose One:**

РІСК ИР	Mailing (\$5 per mailing)
<ul> <li>I authorize (name of person)to pick up my document(s).</li> <li>The designated person must provide photo ID when picking up the document(s).</li> <li>I will pick up the document(s).</li> </ul>	<ul> <li>I request my document(s) to be delivered to my home address.</li> <li>Please note: You <u>must</u> be home to receive the documents.</li> <li>I request my document(s) to be delivered to the following address:</li> <li>Name of the Institution:</li></ul>

By signing below, I authorize the requested document(s) to be released by Stanton University, acknowledge that the information above is correct, and am responsible for any additional fees if delivered at the incorrect address. I understand that if I do not pick up my documents within 6 months, they will be removed, and I will need to request and pay for them again.

Signature:				

Date:	

OFFICE USE ONLY					
Processed by	Process Date	Fee received by			

\*E-Transcript webpage: https://www.stantonuniversity.com/etranscript/