

Transcripts will NOT be faxed or emailed. Transcripts mailed directly to the student will be marked **“Issued to Student”**. For more information please visit southeast.edu/requestatranscript. Completed form should be submitted to the Registration & Records Office in person or by FAX at 402-437-2670. To upload electronically, contact the Registration & Records Office at 402-437-2605 for the secure upload link.

Date: _____ # of Copies: _____

Clearly PRINT your name & address: Check if New Address

Student's Last Name _____

First Name _____ Middle Name _____

Address _____

City _____ State _____ Zip _____

Current Phone Number _____

Email Address _____

Former Last Name(s) _____

Date of Birth _____

Social Security Number _____ or SCC Student ID# _____

Signature _____

Written or digital signature required.
Typed signatures (including cursive fonts) will not be accepted.

Send transcript to:

(Please print clearly. Transcripts will NOT be faxed or emailed.)

Name and/or Office _____

Address _____

City _____ State _____ Zip _____

DATES OF ATTENDANCE:

- Currently enrolled
- I have a degree from SCC
 - _____ First year attended (approximate)
 - _____ Last year attended (approximate)

Immediate Transcript

- In-person (Photo ID Required)**
 - \$5 processing fee
- Overnight**
 - Minimum \$50 fee

Send Transcript

- 3-5 working days
- Free of charge

Pick up (Photo ID Required)

- 3-5 working days
- Free of charge

Send when current term grades are available

A transcript may be held if certain financial obligations exist.

REGISTRATION OFFICE ONLY	
Date	_____
Data Entry	_____