

**Office of the Registrar**

**Clarkson College**  
**101 S 42<sup>nd</sup> Street**  
**Omaha NE 68131-2739**

FX 402.552.6165  
Email:  
Registrar@clarksoncollege.edu



Prepare to be the **best.**

**UNOFFICIAL Transcript Request**

Last Name, First & Middle: \_\_\_\_\_

Former Name(s): \_\_\_\_\_ Student ID#: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

\_\_\_\_\_

Phone Number where you can be reached \_\_\_\_\_ Birthdate: \_\_\_\_\_

**Unofficial transcripts are available in MyCC.** If you are unable to access MyCC, this form must be completed and submitted by mail, fax, in person, or emailed to Registrar@clarksoncollege.edu. Unofficial transcripts mailed to the student will be marked "ISSUED TO STUDENT".

**Please send:**

Undergraduate Transcript     Graduate Transcript     Both

Date of Last Enrollment: \_\_\_\_\_

**Send UNOFFICIAL Transcript(s) to:**

**Pick -Up from Clarkson College**  
Please allow 24 hours processing time from date received

**Fax**  
Attention: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Mail**  
To: \_\_\_\_\_ To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Processing time:** Once a request has been received by the Registrar's Office, the unofficial transcript will be mailed or faxed within two business days during non-peak times, 5 business days during peak times (December-January, April-May, and August).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_