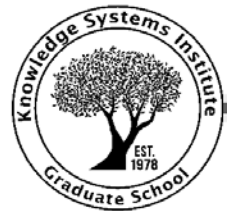


Knowledge Systems Institute Graduate School



Transcript Request Form

This completed form should be sent to the Administrative Office via e-mail (office@ksi.edu), fax (847-679-3166), or in person. **Transcripts are not released to students with a delinquent tuition balance or pending library books due.** It is mandatory to complete an Alumni Survey Form if you are an alum requesting an official transcript. Transcripts are \$15 or \$10 per copy depending on your selected processing time; payment methods include: check (payable to KSI), money order, and credit/debit card.

Student/Alumni Information: Current Student Former Student Alumni

First Name:	Middle Name:	Last Name:
Address (street, apt/unit, city, state, zip code):		
Email:	Phone:	
Attendance: _____ (Semester/yyyy) to _____ (Semester/yyyy)	Date degree awarded (if applicable): _____ (mm/dd/yyyy)	

Release of Transcript: Send transcript to me at address above Will pick up Transcript Send transcript to a third party below:

Name:	School/Department (if any):	Attention to (if any):
Address (street, apt/unit, city, state, zip code):		
Signature: _____	Date: _____	

Delivery & Payment Information:

Number of Copies: _____ <input type="checkbox"/> \$10 per copy (3 day processing) <input type="checkbox"/> \$15 per copy (1 day processing) + (in addition to paper transcript) <input type="checkbox"/> \$5 Email copy = \$ _____ total
Method of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Credit/Debit Card (Amex, Discover, MasterCard, Visa)
Credit Card Number: _____ Expiration Date: _____ Billing Zip Code: _____
Name on the Card (Please Print): _____ Signature: _____ Date: _____
Delivery Information: Transcripts are mailed via regular United States Postal Service (USPS) mail at no additional cost to the student. There is a fee charged if you wish to have the mailing of your transcript expedited. For expedited mailing requests, please contact the Administrative Office via e-mail office@ksi.edu .

Administrative Office Use Only:

Payment Method: Check # _____ Credit/Debit Card Cash Money Order Amount: \$ _____ Prepared By: _____ Released on: _____