



# DOMINICAN UNIVERSITY

## Stars Connect: Student Enrollment Services

7900 W. Division - River Forest, IL 60305    708/524-6809 office    708/524-6943 fax    starsconnect@dom.edu

### TRANSCRIPT REQUEST FORM

**PLEASE PRINT**

Date of request \_\_\_\_\_ ID number \_\_\_\_\_

Name \_\_\_\_\_

Last year of attendance \_\_\_\_\_ Phone number \_\_\_\_\_

Full name while attending \_\_\_\_\_

Date of birth (if ID number not available) \_\_\_\_\_

Street address \_\_\_\_\_

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

**Note: You are responsible for the address. Transcripts cannot be faxed.**

Number of official transcripts to this name and address \_\_\_\_\_:


Number of official transcripts to this name and address \_\_\_\_\_:


Please attach a second page of addresses if necessary.

**NOTICE:** The enclosed transcript is being forwarded on the condition that it cannot be released in whole or part to any third party without the written consent of the student in accordance with the Family Educational Rights and Privacy Act of 1974.

As required by the Family Educational Rights and Privacy Act of 1974, as amended, a student signature is required for release of transcript.

**X**  
**Student Signature**

**Purpose of Request:**

- Scholarship application
- Transfer to another school
- Summer School/Study Abroad
- Employment/Certification
- Graduate School
- Other \_\_\_\_\_

**CHECK ONE:**

- Hold for pick-up (photo id required) Qty: \_\_\_\_\_
- Mail to the current address Qty: \_\_\_\_\_
- Mail to address(es) shown on the left

**OPTIONS:**

- Hold for current semester grades
- Hold for graduation information

**TRANSCRIPT FEE per transcript... \$5**  
**CURRENT STUDENTS: NO CHARGE**

Number of transcripts \_\_\_\_\_ x 5.....\$ \_\_\_\_\_

**Additional Optional Fees:**

- Rush Processing.....\$10
- FedEx Overnight Delivery..... \$20

\*FedEx cannot deliver to PO Boxes

**Total due \$ \_\_\_\_\_**

Pay transcript and optional fees by cash, check or money order. Make checks payable to Dominican University. You can also pay online via Cashnet at

<https://commerce.cashnet.com/domgem>

When faxing a request to (708) 524-6943  
Please include your Cashnet receipt:

**OFFICE USE ONLY**

Transcript sent \_\_\_\_\_

Amount paid \_\_\_\_\_