



## Transcript Request Form

Choose one method of submission: U.S. mail: **Prince Institute Transcript Request**  
596 W Lamont Rd  
Elmhurst, IL 60126  
FAX: 630-532-5697  
Email: **SEinfo@princeinstitute.edu**

Type of Transcript Requested:  Official  Unofficial

Name of Student while attending school: \_\_\_\_\_

Current Name, if different: \_\_\_\_\_

Dates you attended: \_\_\_\_\_

Birthday: \_\_\_\_\_ Last four numbers of Social: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Phone number: \_\_\_\_\_

Current Email Address: \_\_\_\_\_

\*Please note that unofficial transcripts will be sent to the address you have provided unless otherwise instructed.

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### Please fill out this section if you are requesting official transcripts ONLY:

Name of institution we are sending transcripts: \_\_\_\_\_

Address of institution we are sending transcripts: \_\_\_\_\_

To whose attention we are sending transcripts: \_\_\_\_\_

Acknowledgement that transcripts will be mailed within 48 hours of receiving this request (Please initial): \_\_\_\_\_

Signature of prior student authorizing release of transcripts: \_\_\_\_\_

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### Office use only\*\*\*\*\*

Transcript request taken (signature): \_\_\_\_\_

Transcript verified/printed (signature): \_\_\_\_\_

Date request taken: \_\_\_\_\_

Date request mailed: \_\_\_\_\_