

ACADEMIC UNOFFICIAL TRANSCRIPT REQUEST

Return to: Queens University of Charlotte, Registrar's Office,
1900 Selwyn Avenue, Charlotte, NC 28274
Or email: registrar@queens.edu
Or fax to: 704-337-2218

<p><i>Student Information: Please fill out all pertinent information in order to ensure accuracy and expedite your request.</i></p> <p>Name _____, _____, _____ <i>Last</i> <i>First</i> <i>MI</i></p> <p>Street Address: _____ _____ _____</p> <p style="text-align: center;"><i>City</i> <i>State</i> <i>Zip</i></p> <p>Daytime Phone (_____) _____ - _____</p> <p>E-Mail Address _____</p>	<p>Maiden or other names used _____ _____</p> <p>Queens Student ID # _____</p> <p>Social Security Number <u>XXX-XX-</u> _____</p> <p>Date of Birth _____</p> <p>Graduation Date (if applicable) _____</p> <p>Dates Attended (if no graduation) _____</p> <p><i>Please check below if you attended:</i></p> <p style="padding-left: 40px;"><input type="checkbox"/> Presbyterian Hospital School of Nursing Program</p>
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Unofficial Transcripts:

- Current students should print their unofficial transcript through myAccount.
- Unofficial transcripts are only issued directly to the student and will be mailed to the address above.
- An unofficial transcript does not bear the university seal nor other certifying marks and is stamped "Unofficial".
- It may take 10 business days to process an unofficial transcript request. Students needing a transcript faster or via email must place their order online through the National Student Clearinghouse. Please go to www.queens.edu/transcripts for the link.

****TRANSCRIPTS WILL NOT BE ISSUED IF THERE IS ANY OUTSTANDING FINANCIAL OBLIGATION DUE TO THE UNIVERSITY. IF YOU THINK YOU MAY HAVE AN OUTSTANDING DEBT, CONTACT STUDENT FINANCIAL SERVICES AT (704) 337-2225. ****

Student's Signature: _____ Date Requested: ____/____/____

(Transcript requests without the student's signature will not be processed.)