THE CENTER FOR CARTOON STUDIES (CCS)
TRANSCRIPT REQUEST FORM

RECORDS
The Center for Cartoon Studies
PO Box 125
White River Junction, VT 05001
(802) 295-3319
(802) 295-3399 FAX

Please supply all of the information requested below. Thank you.

Name _____
Last *First* *Middle* *Maiden*

SSN _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Are you currently enrolled at CCS? ☐ Yes ☐ No

If no, indicate last date attended _____

Transcripts requested:

_____ Official ($10 or $15 each)
_____ Unofficial ($5 each)
_____ Total number of transcripts
_____ Total amount enclosed

Check one:

_____ I will pick up my transcript at CCS
_____ Please put my transcript in my CCS student mailbox
_____ Please send my transcript(s) to the following address:

Name/Title _____
School/Employer_____
Address _____
City _____ State _____ Zip _____

Signature _____ Date _____

TRANSCRIPT FEES
An informal transcript for the purposes of counseling is issued to each student each semester. A formal transcript is provided upon request. Transcripts issued to third parties or in addition to those defined above are issued at a cost of $10 each. Unofficial transcripts are free of charge for current CCS students. Unofficial transcripts for non-current students are $5.00 each. Official transcripts for all current and former students are $10 each. All Rush orders are $15.00 each.

All transcripts are sent via regular US mail. If you would like your transcript sent by any other means, you must enclose an addressed, pre-paid Priority Mail, Express Mail, or Federal Express envelope with your request.

Make your check or money order payable to **The Center for Cartoon Studies**. Please do not mail cash.