



**About your transcript:**

- Receipt of \$5.00 is required prior to release of an academic transcript.
- Receipt of \$10.00 (includes cost of transcript) is required prior to faxing an academic transcript. Faxed transcripts are considered unofficial since the official school seal will not be on the transcript.
- Receipt of \$30.00 is required prior to processing an urgent request (processed within 24 hours).
- First time transcript request for current students to a State Board for purposes of testing is no charge.
- Transcripts released to students are stamped "Issued to Student." Some institutions will not accept transcripts unless mailed by the Registrar.
- Transcripts of credits earned at high school or other colleges are not available for distribution by St. Luke's College. These transcripts must be requested from the school awarding the credit.
- Requests may be faxed with a credit card payment or call St. Luke's College at (712) 279-3503 with your credit card information.

1. Print Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Former Names:

2. Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

3. To ensure prompt processing, provide all the information requested below:

A. Social Security No.: \_\_\_\_\_ B. Daytime Phone: \_\_\_\_\_ C. Cell Phone: \_\_\_\_\_

D. Current Address: (Street) \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

E. Email Address: \_\_\_\_\_

F. Process: \_\_\_\_\_ Now \_\_\_\_\_ After grades are posted for current enrollment.

G. Date last attended St. Luke's College: \_\_\_\_\_

4. I request that \_\_\_\_\_ copies of my official academic transcript be sent to: (please print complete address(es)).

5. Transcript Fee: \$5.00 per copy

A. Method of payment (Check one): Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

B. Credit Card No.: \_\_\_\_\_ \* \_\_\_\_\_ \* \_\_\_\_\_ \* \_\_\_\_\_ VCode: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ (Mo.) \_\_\_\_\_ (Yr.)

Card Holders Signature:

**Send this form and your payment to:**

St. Luke's College  
Office of the Registrar  
2800 Pierce Street, Suite 410  
Sioux City, IA 51104  
Phone: (712) 279-3503/FAX: (712) 233-8017  
Email: michelle.fitch@stlukescollege.edu