



MEMORANDUM

TO: Applicants to Columbus State University

FROM: Viola Alexander
Interim Director of Admissions

SUBJECT: Transcript Request Form

Before you can be admitted to Columbus State University, the Office of Admissions must receive official copies of your transcript from each institution you have previously attended. Transcripts **MUST** be sent from each original institution to Columbus State University to be able to be considered official. Unofficial or student copies of transcripts are not acceptable.

The form on the reverse side is provided for your convenience. Complete one form for each institution you have previously attended. Send each completed form to the appropriate institution. Some schools require payment to release transcripts. **Contact each school to see if a fee is required for release of transcripts.**



COLUMBUS STATE
UNIVERSITY

Request for Official Transcript

To: _____ Date _____
Name of College/University or High School

Office of the Registrar/Student Records Section

Street Address

City, State, and Zip + 4 Code

I am making a formal application for admission to Columbus State University.

Please send an Official Copy of the Document Checked Below to:

**OFFICE OF ADMISSIONS
COLUMBUS STATE UNIVERSITY
4225 UNIVERSITY AVENUE
COLUMBUS GA 31907-5645**

_____ **HIGH SCHOOL TRANSCRIPT** Date graduate(d) from school _____

_____ **GED Scores**

_____ **COLLEGE TRANSCRIPT** Last enrolled in institution: _____

_____ **Hold for current grades:**

Date of birth: ____/____/____

Social Security number: ____ - ____ - ____

Name on record if different from present name: _____

If there are any fees involved, please advise me at the address below:

Signature of Student _____

Print Name (First, Middle, Last) _____

Street Address _____

City, State, and Zip + 4 Code _____