



# Official Transcript Request

208.524.3000 ext. 4 phone – 208.525.7026 fax  
1600 S 25<sup>th</sup> E – Idaho Falls, ID 83404 – www.cei.edu

- Official transcripts are **\$10.25 per transcript requested.**
  - Transcript are processed within **7-10 business days.**
- If you request your transcript be on “Hold for Pick-Up:”
  - You must present photo ID when picking up your transcript.
  - Wait to be notified by email or phone call. When your transcript is ready, you may pick it up in the Student Affairs Office, Building #3, during normal business hours.
  - If you would like to designate someone other than yourself to pick up your transcript, please note his or her name in the "special instructions" box. They will need to bring photo ID.
- You can also mail or fax the completed request to the address above.
- If you have any questions, call the number above.

## Student Information

Full Legal Name \_\_\_\_\_

SSN or Student ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Previous Names \_\_\_\_\_

## Type of Transcript

- CEI – Credit Classes
- Early College – Classes taken while in high school
- WTCE – Non-Credit Classes before August 2018

Program(s)/Years Attended \_\_\_\_\_

Degree:  Yes  No If yes indicate degree \_\_\_\_\_

## Order Information

Pick Up  Mail Now  Wait for Grades

Number of Copies Requesting \_\_\_\_\_ \$10 fee per copy ordered

## Mail To

Recipient \_\_\_\_\_

Mailing Address \_\_\_\_\_

## Special Instructions

Signature \_\_\_\_\_ Date \_\_\_\_\_