

# Rhodes College Transcript Request Form

**Please print**

Today's Date: \_\_\_\_\_

Student's current name: \_\_\_\_\_  
Last First Middle**Former Name** (name printed on diploma) if difference from current name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Rhodes ID: R \_\_\_\_\_ Current Contact Phone Number(s) \_\_\_\_\_

E-Mail (confirmation will be e-mailed): \_\_\_\_\_

Currently enrolled:  Yes  No **If not currently enrolled**, Term and Year last enrolled: \_\_\_\_\_

Transcripts normally will process within 3 business days. At the end of each term transcripts will be processed after grades are posted. **Signed requests may be faxed to the Rhodes Express at (901) 843-3435, however transcripts must be mailed or picked up.**

**Special Services:****If you require expedited delivery, please furnish your credit card information and check appropriate box below.**

Special services request should include payment receipt from Rhodes Express. Requests for same day service should be placed before 12:00 noon and will be processed by 3:00 p.m.

**Number of transcripts you are requesting to the address below:** \_\_\_\_\_

- Mail within 2 business days  
 I will pick up transcript.  
 Hold for current term's grades.  
 Hold for recording of degree awarded. Degree: \_\_\_\_\_ Date: \_\_\_\_\_

**Please check the transcript service desired:**

- Regular Transcript service sent USPS or picked up in office 3-5 business days. (No international deliveries)  
 \$25.00 per address sent FedEx Standard overnight delivery- delivery by 3pm next business day. (order by noon) CST  
 \$35.00 per address sent FedEx Priority overnight delivery-delivery by 10:30 am next business day. (order by noon) CST  
 \$55.00 per address for all international deliveries. Sent via FedEx international.

**(Please note: Federal Express does not deliver to a post office box number.)**

The address below will be displayed in a window envelope to mail your transcript. Please ensure that the address is complete, correct, and legible.

**This form requires a signature & must be faxed or mailed****For Online Ordering with Electronic Signature Processing**[Click Here](#)**Signature (required):**

\_\_\_\_\_

**NOTE: FedEx will not deliver to a PO Box address – must have street address**

Recipient's name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

State

City \_\_\_\_\_ Province \_\_\_\_\_

Country \_\_\_\_\_ Zip \_\_\_\_\_

Credit Card Type \_\_\_\_\_

Name on Card \_\_\_\_\_

Credit Card No \_\_\_\_\_

Expiration Date \_\_\_\_\_