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  

Signature (required): ____________________________________________  

For Online Ordering with Electronic Signature Processing  

Click Here

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__________________________________