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 _____________________________________________

For Office Use Only: Rhodes College Transcript Request Form