



Mail To: University of South Carolina, Office of the University Registrar, Columbia, SC 29208

ATTENTION: This form will not be processed if received by fax, email and/or with credit card information.

Official Transcript Request Form

- Transcripts are **\$12.00 per copy**. Payment by check or money order is required. Transcript fee is **NON-REFUNDABLE**.
- Once processed, transcript requests **will not be** cancelled or changed.
- Only **complete USC** transcripts are issued and include all course work from all USC campuses.
- Transcripts **will not be** issued if you have an outstanding balance or unfulfilled obligation to USC.
- USC **does not** issue unofficial transcripts and **does not fax** transcripts.
- Requests are processed within two to three business days. Processing time may be longer during peak time at the end of the semester.

Student ID _____ SSN (Last 4 digits only) _____ Birth Date _____

Student's Name _____ Enrolled from _____ to _____
Last First Middle Initial

Other Names While Enrolled _____ Email _____

Current Mailing Address _____ Phone (____) _____

City _____ State _____ Zip _____ Country _____

Reason for Transcript: Personal Transfer Employment Prof/Grad School Other

Residency or License

Method of Payment Enclosed: Check/Money Order (Payable to USC)

Signature: _____ Today's Date _____

(I certify that I am the above individual requesting my official USC transcript)

Check only one box below to mail transcript (Please Print Legibly)

Print Complete Name & Address to Mail Transcript

Number of copies to mail: _____

Mail Now - Some grades and/or degree may not be posted

** Dr Rhinehart will pick up transcript*

Mail After Final Grades - Current Term Only

Mail After Degree Posted** - Current Term Only

Federal Express Delivery. Required Prepaid FedEx Shipping Label Attached

** Degrees may take up to 30 days after the Commencement ceremony to post

Check only one box below to mail transcript (Please Print Legibly)

Print Complete Name & Address to Mail Transcript

Number of copies to mail: _____

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