



# Skyhawk Station

Skyhawk Station, Room 160  
skyhawkstation@fortlewis.edu | 970-247-7301

## OFFICIAL TRANSCRIPT REQUEST

Official transcripts cost \$5.00 each. This fee is non-refundable. Transcripts ordered using this form will be processed within 5 – 7 business days. Fees must be submitted with this order form. Mail this completed and signed form with payment for the total cost to: Skyhawk Station | 1000 Rim Drive | Durango, CO 81301. We will not accept orders submitted by fax.

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_____		_____	
Student Name		Name While in Attendance (if different)	
_____		OR	_____
Fort Lewis College ID Number			***_**_
		Last 4 Digits of Social Security Number	
____/____/____	_____	_____	
Date of Birth	Phone Number	Email Address	

Did the above name student attend Fort Lewis College Before 1992? \_\_\_\_ Yes \_\_\_\_ No

### Order Details

Send \_\_\_\_ copies to the following address:

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\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Special Handling Options

\_\_\_\_ I would like the Registrar's Office to wait until grades for the current term have posted before fulfilling this order. (*Current students only*)

\_\_\_\_ I would like the Registrar's Office to wait until my degree has been awarded before fulfilling this order. (*Current students only*)

\_\_\_\_ Please send this order via USPS Express delivery (Extra fee of \$23.75 per US address).

### Total Charges

Number of copies times \$5.00 \_\_\_\_\_ + Express delivery fee (if applicable) \_\_\_\_\_ = Total Cost \$ \_\_\_\_\_

Please enclose a check or money order made payable to Fort Lewis College for the total amount. Do not send cash.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date