

Transcript Authorization Form

I, _____ authorize Illinois State University to release my official transcript(s) to _____. I understand that this release will be used for this one request only.

Please note: This is NOT a transcript request form. You must place a transcript order *prior to* submitting this form, or your request may not be processed properly. You should instruct whomever is picking up your transcript that he/she will need to bring his/her own photo ID with him/her when he/she presents this authorization to us, otherwise we will not release your transcript. If your record has an encumbrance we will not release your transcript.

Signature: _____ Date: _____