

Benedictine University
 Enrollment Services (Ben Central)
 5700 College Road • Lisle, IL 60532
 Phone: (630) 829-6500 • Fax: (630) 829-6456
 E-mail: BenCentral@ben.edu

<i>Office Use Only:</i>	
Date Received:	_____
Fee Processed:	_____
Date Processed:	_____
Request Number:	_____

Fill out this form in its entirety. **UNSIGNED AND INCOMPLETE FORMS WILL NOT BE PROCESSED.** This form may be typed out, then printed, signed, mailed, hand delivered or faxed. Duplicate requests may result in multiple processing fees. Payment for transcripts is required *before* transcripts are processed. Transcripts will not be released to students with outstanding balances. **If a balance is present on the account, the processing fee will be applied to the remaining balance and transcript request will be terminated.**

PERSONAL INFORMATION (TYPE OR PRINT CLEARLY)

Name: _____ Student ID or full SSN: _____
 Street Address: _____
 City: _____ State: _____ Zip Code: _____
 Email: _____ Daytime Phone: _____
 Dates of Attendance or Graduation: _____ Degree Earned: _____
 Other Name(s) Used While Attending (if applicable): _____
 Academic Program While Attending: _____

TRANSCRIPT PROCESSING

Please send _____ transcript(s) to me at the address above.
 Please send _____ transcript(s) to the address below.

Name: _____
 Address Line 1/Attention: _____
 Street and Room Number: _____
 P.O. Box (if applicable): _____
 City, State, Zip Code: _____
 Phone Number of Destination: _____

PROCESSING/DELIVERY OPTIONS (please check)

- Regular (seven to 10 business days to process, then sent via regular mail) \$5 x _____ transcript(s)=\$_____
 - Rush (Processed within 24 hours then sent via regular mail) \$20 x _____ transcript(s)=\$_____
 - Rush Overnight** NOT AVAILABLE TO P.O. BOX DESTINATIONS \$30 x _____ transcript(s)=\$_____
- **Rush Overnight Transcripts must be received in Enrollment Services (BenCentral) office before 1:00 p.m. for proper next day delivery. Rush overnight transcripts will be sent the next available day if not received by 1:00 p.m.
- Sent after current grades are posted (class or term): _____ \$5 x _____ transcript(s)=\$_____
 - Sent after degree is posted. Anticipated Graduation: _____ \$5 x _____ transcript(s)=\$_____

Please prepare _____ transcript(s) for pickup at Enrollment Services (BenCentral)

- Regular (Processed in 7 to 10 business days) \$5 x _____ transcript(s)=\$_____
- Rush (Processed within 24 hours) \$20 x _____ transcript(s)=\$_____

I allow Benedictine University to release my academic transcript(s) to the aforementioned destinations. I understand that my transcript(s) will not be sent/released if I omit my signature, withhold payment or have an outstanding balance owed.

SIGNATURE: _____ **DATE:** _____

Method of Payment: Cash Check Visa Mastercard Discover
 Card number: _____ - _____ - _____ - _____ Expiration Date (mm/yy): _____/_____

NOTE: Processed transcripts for "pickup" will be held for seven business days before being sent to the home address indicated above, unless otherwise specified by requestor. Transcripts fees are non-refundable.