



OFFICIAL TRANSCRIPT REQUEST FORM

STUDENT INFORMATION:

First Name	Middle Name	Last Name	Previous Name(s)
Current Address		City	State Zip
Last 4 of SS#	Date of Birth	Mobile Number	
Current Email	Dates of Attendance	SON Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SEND TRANSCRIPT TO:

Institution Name	Attention
Address	
City	State Zip Code
Fax Number (<i>Unofficial Transcript Only</i>)	Email No. of Copies Requested

TRANSCRIPT FEE & PAYMENT:

Transcripts are sent via standard US mail. If faxed transcript is requested, we will only send unofficial copies. Please allow 2-3 business days for processing time. Request will not be honored for a person with financial or other outstanding obligations to SON. Please include **\$5.00 fee** per transcript and send transcript request to:

Attn: Registrar Office
St. Luke's School of Nursing
915 Ostrum Street, Bethlehem, PA 18015

Phone: 484-526-3439
Fax: 484-526-3412
Email: son.registrar@sluhn.org

- Cash Check Credit Card: *please (v) one:* Visa MC Discover AMEX

Name on Card: _____

Credit Card #: _____ **Exp. Month/Year:** _____ **Security Number:** _____

AUTHORIZATION (required for release of records):

I understand the completion of this form with my signature will allow St. Luke's School of Nursing to release my transcript.

Student Signature: _____

Date: _____