

## Clayton State Transcript Request Form

We are providing this form to help simplify the procedure of requesting your transcripts from previous high schools/universities that you have attended. Using this form will help to ensure that your transcripts are sent to the appropriate office at Clayton State.

You must submit OFFICIAL COPIES of your transcripts from each college/university you have attended. Your request must be written and must contain your signature. You may need to contact the college/university to find out whether there is a transcript fee. If they do charge a fee, be sure to enclose your check or money order with this request. Be sure to fill in all the blanks.

**To: Office of the Registrar**

\_\_\_\_\_ (Name of High School or University)

\_\_\_\_\_ (High School or university address)

**Please send an official copy of my transcript to:**

**OFFICE OF ADMISSIONS  
CLAYTON STATE UNIVERSITY  
2000 CLAYTON STATE BLVD., SC 150  
MORROW, GA 30260**

Dates of enrollment: \_\_\_\_\_

Name under which you were enrolled: \_\_\_\_\_

LakerID#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_