



THE INTERNATIONAL PARTNERSHIP FOR
SERVICE-LEARNING AND LEADERSHIP

IPSL Alumni Transcript Request

The following form must be completed in order to process an official transcript request.

- The information must be submitted in writing (**no phone, fax, or e-mail**).
- This form should be accompanied by stamped and addressed envelopes for each destination to which transcripts are to be sent, as well as your payment if you are paying by check.
- **Special Note for the IPSL Lakota Nations Program:** All credit for academic work completed at IPSL Lakota Nation will be issued by South Dakota State University. For more information and to request an official transcript, please visit <http://www3.sdstate.edu/Admissions/RecordsandRegistration/Transcripts/Index.cfm>
- **Special Note for the IPSL Siena Program:** Transcripts for programs **starting with the FALL 2009** program will be issued by Portland State University. For more information and to request an official transcript, please visit <http://www.pdx.edu/registration/transcript-requests>

Name: _____

Program Location: _____ Semester: _____ Year: _____

Mailing address: _____

Email address: _____ Telephone: _____

SS#: _____ DOB: _____

Number of transcripts required: _____ Fee: \$35 for first copy
\$20 for each additional copy

Transcripts will be mailed out within 10 business days after request is received. Overnight mailings cost \$30 each in addition to the transcript request fee, unless you provide your own FedEx or UPS billing code or U.S. Postal Service overnight postage. If you need a rushed order, rush fees will may apply.

Method of Payment: Check (enclosed) Credit card

Type of card: VISA MasterCard American Express

Amount to be charged: \$_____

Card Number: _____ Expiration Date: _____

Name as it appears on the card: _____

Billing address: _____

Phone number: _____

Signature: _____

Date: _____

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