

REQUESTING DIPLOMA & MSN TRANSCRIPTS

Current BSN students and former BSN students: Contact Rockhurst University Office of the Registrar or go to the National Student Clearinghouse website to place your order. Click on Rockhurst University in the drop down box. Website listed below.

https://www.studentclearinghouse.org/secure_area/Transcript/to_home.asp?t=143917&LoginHome=to_home.asp

A transcript is a certified official copy of your permanent academic record. You are the only person authorized to request a copy of your transcript. Your written permission and original signature are required to obtain your transcript.

Transcripts for Research Diploma, Research MSN and Trinity Lutheran are processed at Research College of Nursing in the order they are received. Normal processing time is between 2-7 days depending on demand. **Processing time does not reflect delivery time.** There is a **\$10.00 fee for each transcript** (official, unofficial, FAX) and a \$25.00 fee for Same Day Transcripts. Restrictions listed below for same day pick up. **Requests may not be made by phone or e-mail.**

Orders received after 3:00 pm will be processed beginning on the next business day. There is a 10 transcript maximum per order.

No transcripts are processed or mailed on days the College is closed. Please plan accordingly. Transcripts will not be released to/for students who have outstanding obligations to the University. A transcript picked up or sent directly to a student will be stamped "**Issued to Student**". Some institutions will not consider this an official copy.

No transcripts, official or unofficial, or Certification of Education will be issued to or for a student or alumnus whose financial obligations to the College have not been satisfied. Transcripts cannot be released without the student's signature on the attached transcript request form.

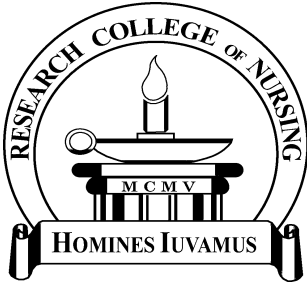
Official Transcript: There is a 2-7 day processing time and **\$10.00 per transcript** charge will apply. Payment is due at the time of the order. Send the signed request along with a check, money order, or credit card information (card number, expiration date, card security code, zip code and name of the card holder). Official transcripts must be sent directly to a facility or can be sent to you in a seal envelope marked **Unofficial if seal is broken** to be hand delivered or attached to other documentation. **If envelope is opened, it will not be accepted as official.**

Same day pick up: Available for Diploma and MSN only. **MSN must call first** – same day pickup is dependent on the availability of the Dean to sign official transcripts. A **\$25.00 per transcript** charge will apply.

Unofficial Transcripts: There is a 2-7 day processing time and **\$10.00 per transcript** charge will apply. Payment is due at the time of the order. Send the signed request along with a check, money order, or credit card information (card number, expiration date, card security code, zip code and name of the card holder). Unofficial Transcripts will be stamped "**Issued to Student**".

BY FAX: There is a 2-7 day processing time and a **\$10.00 per transcript**. Be sure to Initial the FAX unofficial transcript portion of the Transcript Request Form and sign and date the bottom of the form as well. All fax orders must be charged to a credit card. Please provide the credit card number, expiration date, card security code, zip code and name of the card holder. **Only UNOFFICIAL TRANSCRIPTS will be faxed and stamped "Issued to Student".**

ATTACHED FORM IS FOR USE BY RESEARCH DIPLOMA, RESEARCH MSN AND TRINITY LUTHERAN TRANSCRIPT REQUEST ONLY.



REQUEST FOR TRANSCRIPT FORM

Diploma & MSN ONLY

Research College of Nursing

Office of Student Affairs
2525 East Meyer Boulevard
Kansas City, MO 64132
Fax: (816) 995-2813

INCOMPLETE FORMS WILL NOT BE PROCESSED

(Please print clearly):

	Research Diploma	Trinity Diploma	RCON MSN
Date of Birth	Dates of Enrollment or Graduation	Circle Transcript(s) requested	
_____	_____	_____	
Last	First	Middle	Previous/Maiden
_____	_____	_____	_____
Current Street Address	City	State	Zip
_____	_____	_____	_____
Current Email Address	Phone Number		
_____	_____		

PROCESSING OPTIONS (Please choose from the following): 2-7 day processing time

- Process now
- Wait for MSN grades to be posted: Term/Session _____
- Wait for MSN degree to be posted: May August December
- Wait for MSN grade change or removal of incomplete: Course _____
- Same day pickup—**(MSN must call first – same day pickup dependent on availability of the Dean)**
- Pick up (you will be contacted when transcript is ready)
- Mail to address listed below. **Circle one below to indicate Unofficial or Official in a sealed envelope**
- Fax an Unofficial Transcript to: _____

Contact Person

Fax Number

I give my permission for my Unofficial Transcript to be faxed by the Office of Student Affairs at Research College of Nursing or the Office of Academic Affairs at Research College of Nursing. I do understand that this is not an official document. Initial: _____

Total Number of copies requested: _____ **\$10.00 each or \$25.00 each for same day pickup TOTAL DUE \$ _____**

- Mail to the following address(es) below:

Number of copies: _____ **Official or Unofficial**

Number of copies: _____ **Official or Unofficial**

To: _____

To: _____

Student Signature(REQUIRED): _____ **Date:** _____

To Be Completed By Staff: Request Filled By: _____ **Date:** _____

Check Enclosed (payable to Research College of Nursing)

Credit Card Master Card Visa Discover American Express

Name as it appears on Credit Card _____

Credit Card#: _____

Expiration Date: _____ Security Code (3 digits): _____

Phone number & Address if different from above: _____

Note: No transcripts unofficial, official or Certification of Education will be furnished to or for a student or alumnus whose financial obligations to the College have not been satisfied. Cannot be released without the student's signature.