

## 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](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

Registrar  
2525 East Meyer  
Boulevard Kansas City, MO  
64132 Fax: 816-995-2805

**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	
<hr/>			
Last	First	Middle	Previous/Maiden
<hr/>			
Current Street Address	City	State	Zip
<hr/>			
Current Email Address	Phone Number		

**PROCESSING OPTONS** (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: _____ <b>Official or Unofficial</b>	Number of copies: _____ <b>Official or Unofficial</b>
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.*