

Summary Of Enrollment Verification and Transcript Services

Services	Explanation	Transcript Fee	Handling Fee	Special Fee	FedEx Fee	Total Cost
Degree Verification	An official transcript verifies the degree awarded	Please see below	Please see below	Please see below	Please see below	Please see below
Standard Processing	Mailed transcripts are processed within five (5) business days after authorization criteria is met and mailed First Class. Electronic transcripts are processed within one (1) business day and uploaded to be viewed by the recipient.	\$5.00 Per Transcript	\$2.75	Not Applicable	Not Applicable	\$7.75
Pick Up (after 11:30 a.m.) Student Central, Upper Level, Madison Hall	To pick up a transcript the next business day after 11:30 a.m., the order must be placed and authorized before 4:00 p.m.	\$5.00 Per Transcript	\$2.75	\$5.00 Per Transcript	Not Applicable	\$12.75
Rush Processing	Processed within one (1) business day after authorization criteria is met and mailed First Class.	\$5.00 Per Transcript	\$2.75	\$5.00 Per Transcript	Not Applicable	\$12.75
FedEx Express to a destination in the 48 continental United States	The transcript is processed within one (1) business day, mailed via FedEx, and delivered within two (2) business days. This service is only available if the recipient address can receive FedEx delivery. Note: FedEx can not deliver to a P.O. Box.	\$5.00 Per Transcript	\$2.75	\$5.00 Per Transcript	\$20.00 Per Recipient	\$32.75
FedEx Express to a destination in Alaska or Hawaii	The transcript is processed within one (1) business day, mailed via FedEx, and delivered within two (2) business days. This service is only available if the recipient address can receive FedEx delivery. Note: FedEx can not deliver to a P.O. Box.	\$5.00 Per Transcript	\$2.75	\$5.00 Per Transcript	\$23.00 Per Recipient	\$35.75
FedEx Express to destination outside of the United States	The transcript is processed within one (1) business day, mailed via FedEx, and delivered within three (3) business days. This service is only available if the recipient address can receive FedEx delivery. Note: FedEx can not deliver to a P.O. Box.	\$5.00 Per Transcript	\$2.75	\$5.00 Per Transcript	\$43.00 Per Recipient	\$55.75