



REQUEST FOR OFFICIAL TRANSCRIPT(S)

Taylor Business Institute | Office of the Registrar
318 West Adams Street, Suite 500, Chicago, IL 60606
Phone: (312) 658-5117 | Fax: (312) 658-0866
Email: registrar@tbiil.edu

TRANSCRIPT REQUEST FORM INSTRUCTIONS

Please read the instructions carefully before proceeding. Form is on Page 2.

WEBSITE: Please visit our website for more information on ordering transcripts: www.tbiil.edu/transcripts

PROCESSING: Please note that due to the volume of transcript requests that we receive, and our dedication to the timely processing of those requests, we do not confirm receipt of your request or its completion. Our typical processing time is 1-2 business days. End of quarter grades are typically posted 10 business days after the last day of the quarter. Degrees are typically ordered 15 business days after the completed Graduate Exit Clearance form has been received by the Office of the Registrar. Degrees are printed by a third-party vendor at an out-of-state facility that usually takes six to eight weeks to deliver. Please feel free to contact us regarding the status of your request.

FEES: A \$15 fee is charged for all standard delivery requests for official transcripts. An extra \$50 is charged for expedited delivery (Federal Express, etc.) requests. Expedited delivery charges may vary for a non-U.S. mailing address. We do not process transcript requests without pre-payment.

HOLDS: Your account must be cleared of all holds before a transcript can be issued. For information on clearing billing or financial aid holds contact the Business Office at (312) 658-5101 or Financial Aid Office at (312) 658-5139. Students who receive federal student aid must have completed financial aid exit counseling in order to receive a copy of their transcript. Financial aid exit counseling can be completed by visiting: www.studentloans.gov.

UNOFFICIAL: We do not produce unofficial transcripts.

Failure to complete any of the fields below may delay or prevent your request from being processed:

- Current full name and former name, if applicable
- Signature (typing your name in the signature field does NOT qualify as a signature)
- Date of birth
- Billing address
- Daytime phone number
- Complete address to which your transcript(s) will be mailed. Our office does not provide addresses.
- Program information, such as, program name, dates of attendance and completion date.

SUBMISSION INSTRUCTIONS

Transcript request forms can be submitted in any of the following ways:

In person: 318 West Adams Street, Suite 500, Chicago, IL 60606

By mail: Office of the Registrar, 318 West Adams Street, Suite 500, Chicago, IL 60606

Online: <http://www.tbiil.edu/transcripts>

By email: registrar@tbiil.edu

By fax: (312) 658-0869



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STUDENT INFORMATION

Current Full Name _____ Former Name(s) (if applicable) _____

Current Residing Address _____ City _____ State _____ Zip _____

SSN _____ Date of Birth _____ Cell or Daytime Phone _____

Are you currently enrolled at TBI? YES NO Current Email Address: _____

Are or were you a TBI student? YES NO Dates of Attendance: _____

Program: _____ Completion Date: _____

PROCESSING INSTRUCTIONS

- Standard processing
- Hold for current quarter grades to be posted. Term/Session _____
- Expedited processing
- Special instructions: _____

SEND TRANSCRIPT TO: (please include individual, institution, agency or business name)

No. of Copies: _____ <input type="checkbox"/> Issued to the student <input type="checkbox"/> Issued to a college or university <input type="checkbox"/> Issued to another organization	To: _____ _____ _____ _____
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SPECIAL HANDLING (additional charges apply – see page 1)

- Fax to: _____
- FedEx. FedEx cannot ship to PO Boxes. Phone # required: _____

No. of Copies: _____ <input type="checkbox"/> Issued to the student <input type="checkbox"/> Issued to a college or university <input type="checkbox"/> Issued to another organization	To: _____ _____ _____ _____
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- Fax to: _____
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SIGNATURE AND DATE:

Signature – REQUIRED for release of records. A typed name will NOT be accepted. This form must be printed, signed by hand, and then scanned to be emailed.	Date
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