Transcript Request

Students with an outstanding balance due to the college will not be issued an official transcript until the debt is paid in full.

While attending Stevens - The Institute of Business & Arts (or Patricia Stevens College), I was registered under the name:

Name:_____
Last First Middle

Current name if different from above: _____

Current Address: _____
Street or P.O. Box City State ZIP

Email address _____ Phone:_____

Last 4 digits of SSN#:_____ Month/Year of Graduation or Withdrawal:____/____

Major/degree program while attending PSC/Siba: _____

Please select your choice(s) below:

_____ Send an **official** transcript to:

Name of institution: _____

Attention: _____

Street address: _____

City/State/Zip: _____

_____ Send an **unofficial** transcript to my current mailing address OR to my email address (circle preference).

Transcript Fees: $10.00 for official and $5.00 for unofficial. Please enclose payment or call 314-421-0949 x 0 (Mon-Thurs 8:00 am-5:00 pm) to make a payment over the phone via credit card.

Transcripts will not be processed until we receive payment AND your signature below.

I authorize the Registrar of Stevens-The Institute of Business & Arts to release the above information:

_____ _____
Signature Date

Revised 9/8/2020