

# TRANSCRIPT REQUEST

This form should be completed by alumni/former students, OR current students requesting an attachment be sent with an official transcript. This request will not be processed if you have any outstanding debt with the University.

## Issue Transcript - Select one of the following options:

- As soon as possible (mailed via USPS 3-5 business days)
- After this semester's grades are posted
- After degree is posted
- As soon as possible **AND** send via Federal Express (overnight delivery)

Note: Cannot be sent to a PO Box. Charges vary according to destination and weight.

**Only provide credit card information if you selected the *Federal Express* option above.**

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

**NOTE:**

May order up to 3 copies for self and up to 8 copies for others at any one time.

## Name:

Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Maiden/Former (if applicable) \_\_\_\_\_

Attendance Dates: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**B-Number:\*** \_\_\_\_\_ \* B-Number - assigned to students enrolled beginning August 2008.

OR

Last 4 digits of SSN: \_\_\_\_\_

**AND**

Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Day Time Phone: \_\_\_\_\_

## Current Mailing Address:

Street: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

## Recipient Name(s) & Mailing Address(es) Please print clearly. Questions regarding recipients and addresses will delay processing.

Number of Copies: \_\_\_\_\_  
Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Country \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Number of Copies: \_\_\_\_\_  
Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Country \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

*Additional recipients? Attach names and addresses.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Request will not be processed without an original signature*