



# Transcript Request Form

- Please complete this form and allow 2-3 business days after receipt for processing. In cases of high volume, there may be a delay.
- **There is no charge for transcripts.**
- Transcripts for students enrolled prior to Fall 1983 may take longer to process and electronic transcript processing is unavailable.
- The Registrar's Office is not responsible for incomplete or incorrect addresses. This form will be returned to you **IF** you have not signed the request or if there is insufficient information.
- Requests will **NOT** be honored for a person with a hold on their account as a result of financial or other outstanding obligations to the University.
- Paper transcripts are sent via standard US mail, unless a pre-paid envelope is provided.
- Transcript will be rendered "unofficial" if opened by someone other than the intended recipient.
- Transcripts will **NOT** be issued to a third party without written consent of the student. Photo ID must be shown when picked up.
- Transcripts cannot be mailed to a dorm address. **The University does not fax transcripts to students.**

## STUDENT INFORMATION

Student Name \_\_\_\_\_ Student ID: \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Maiden/Former Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

*A copy of a legal document is required to change your name on your transcript. (Marriage license, etc.) A NAME CHANGE FORM MUST ALSO BE COMPLETED.*

Reason for Request: \_\_\_\_\_

Date of last attendance (Semester/Year): \_\_\_\_\_ Have you completed your degree? ( ) Yes ( ) No

## TRANSCRIPT REQUEST INFORMATION

Number of Transcripts: \_\_\_\_\_

- |  |   |
|--|---|
| Transcript Career: <input type="checkbox"/> Bachelor's (Undergraduate)                       | Transcript Career: <input type="checkbox"/> Master's (Graduate)   |
| Transcript Type: <input type="checkbox"/> Official   | Transcript Type: <input type="checkbox"/> Unofficial  |
| Transcript Processing: <input type="checkbox"/> Immediate Processing                         | Transcript Processing: <input type="checkbox"/> After Grades are posted (Current Students <b>ONLY</b> ) |
| Transcript Processing: <input type="checkbox"/> After Degree is Conferred (Recent Graduates) |   |

<input type="checkbox"/> <b>Printed Transcript</b> (Choose 1 Delivery Method) <input type="radio"/> I will pick up transcript (Photo ID required) <input type="radio"/> Another individual is picking up my transcript (Photo ID required); Full name of individual: _____ <input type="radio"/> Transcript sent by Mail  Recipient: _____  Address _____  City _____ State _____ ZIP _____	<input type="checkbox"/> <b>Emailed/Electronic Transcript: Official ONLY</b>   Recipient Name: _____   Email Address: _____
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Student's Signature: \_\_\_\_\_ *HAND WRITTEN SIGNATURE ONLY* \_\_\_\_\_ Today's Date: \_\_\_\_\_