

FREE PAPER TRANSCRIPT REQUEST

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

Issue FREE Paper Transcript: Select one of the following options:

- As soon as possible (mailed via US Postal Service 3-5 business days, no tracking information)
- After this semester's grades are posted
- After degree is conferred
- As soon as possible using FedEx (<http://www.fedex.com/us/>)

Note: Credit card required. Cannot be sent to a PO Box. Charges vary according to destination, weight, and delivery time.

Important Note:

For each request submitted, you may only order up to 3 copies if you are the recipient and up to 8 copies if you are not the recipient.

FedEx option: Go to the FedEx US Website to "Create a Shipment" and print out label.

- Provide the tracking number to verify your approved, pre-paid shipment: # _____
- Attach the prepaid shipping label (required) to this transcript request form.
- Federal Express requests received will be sent out on the next business day.

Personal Information:

Last _____ First _____ MI _____

Maiden/Former name _____

Attendance Dates: Start Date (mm/yyyy) _____ End Date (mm/yyyy) _____

➤ B-number: * _____ *B-number – assigned to students enrolled beginning August 2008.

OR

➤ Last 4 digits of SSN _____ AND _____ Date of Birth _____

Email: _____ Daytime Phone _____

Current Mailing Address:

Street _____ City _____

State/Province _____ Country _____ ZIP/Postal Code _____

Recipient Names and Mailing Addresses. Please print clearly, maximum 30 characters per line.

Number of Copies _____	Number of Copies _____
Name _____	Name _____
Street _____	Street _____
City _____	City _____
State/Province _____	State/Province _____
ZIP/Postal Code _____ Nation _____	ZIP/Postal Code _____ Nation _____

If you have additional recipients, please attached list of names and addresses.

Signature _____ Date _____

Requests will not be processed without an original signature.