

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: *updated Spring 2020*

- As soon as possible (mailed via US Postal Service 7-10 business days, no tracking information)
- After this semester's grades are posted
- After degree is conferred

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.

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.

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

Signature _____ Date _____

Requests will not be processed without an original signature.