

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 conferred

As soon as possible using Federal Express*(credit card required)

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

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.

Federal Express website:
<http://www.fedex.com/us/>

***Federal Express option** – Go to the [FedEx US Website](http://www.fedex.com/us/) 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.

Name:

Last _____ First _____ MI _____

Maiden/Former name (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 list of additional names and addresses.

Signature: _____ Date: _____

Request will not be processed without an original signature