

TRANSCRIPT REQUEST FORM

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Last Name

First Name

Prior Name(s) (if changed)

Date

Social Security/ID Number

Phone Number

Student Signature

UNIVERSITY POLICY

An official transcript is one that bears the seal of the University and an authorized signature. It can be sent directly from the Registrar to another institution, agency or individual at the written request of the student, or it can be mailed or given directly to the student in a sealed envelope.

Transcripts can not be released to parents or third party.

Transcripts will not be issued for students who have failed to meet their financial obligations to the University.

MAIL TRANSCRIPT TO:

Transcript Type

If prior to Fall of 1977, Please Check: Yes, year _____ No

Last term attended _____ Degree year/type _____

Official Transcript (\$10.00 each) # _____

Student Copy (no charge) (one copy/no envelope)

Hold

Picking up transcript Pick up Date _____

For current semester grades Semester _____

For notation of degree Date of Graduation _____

For change of grade Semester _____

FOR OFFICE USE ONLY

Date Mailed

Initials

Where Type: Business _____ School _____ Other _____ Department _____