

STUDENT INFORMATION:

Current Full Name

Former Name(s) (if applicable)

Current Mailing Address

SSN or Student ID

City State Zip

Cell or Daytime Phone

Email Address

 Are you currently enrolled? If not, Yes No
 indicate dates/years attended - _____

PROCESSING INSTRUCTIONS:
 Unofficial Transcript - Free
 First Official Transcript - Free
 Official Transcript - See Shipping Options

 Send Immediately
 Send End of Semester

 Email - Sent after payment has been processed. **\$5**
 Mail - 2-8 Business Days **\$10**
 Certified Mail - 2-5 Business Days (w/ Tracking) **\$15**
 FedEx - 2 Business Days (w/ Tracking) **\$30**

Overnight shipping is unavailable. Contact the Registrar's office with any questions. Please allow 2-3 business days to process your request and send out your transcript.

SEND TRANSCRIPT TO:

Individual, Institution, Agency, or Business Name

Address

City State Zip

Email Address (if applicable)

Fax Number (if applicable)

*If no address is indicated, the transcript will be mailed to the current mailing address above.

PAYMENT INFORMATION (if paying with credit card):

Name on card

Address of cardholder

City State Zip

Credit card number

Expiration Date CID#

Cardholder Signature

STUDENT SIGNATURE and DATE:

 Student Signature - *TYPED SIGNATURES WILL NOT BE ACCEPTED* Date

Signature is required by FERPA for the release of records. A typed name will not be accepted. This form must be printed, signed by hand, and then sent via fax or email.

PLEASE NOTE: ALL FINANCIAL OBLIGATIONS TO THE UNIVERSITY MUST BE SATISFIED BEFORE AN OFFICIAL TRANSCRIPT CAN BE ISSUED.
Office Use Only

Received:		BO:		Amount Paid:	
Sent:		PK:		Sent By:	