

Transcript Request Form

Instructions: Complete this form with all applicable information. A financial hold on your record will prevent release of your transcript. If you are picking up your transcript in person, you must show a photo identification card. Official transcripts are free of charge.

U.S. Mail: Free of charge (allow up to two weeks for delivery)

Faxed Transcript: Free of Charge

Express Domestic or Express International: \$30 to main 48 States, Alaska or Hawaii, \$55 for International Federal Express. Payment is required before your request will be processed. Billed to U-Bill if not paid upfront.

Electronic/PDF: Free of charge

Personal Information:

Name: _____ **Student ID Number:** _____

Previous Name: _____ **Date of Birth:** _____

Email Address: _____ **Phone Number:** (____) _____

Permanent Address: _____

City: _____ **State:** _____ **Zip:** _____

Transcript Request Information:

☐ **Send _____ Transcript(s) to the following address (include person)**

Institution or Company

Person and/or Department

Street address (If sent UPS, cannot be sent to a Post Office Box)

City State Zip Code

☐ **Send Transcript via email (PDF)**

Email Address: _____

Please check below for any special requests/handling:

☐ **Fax** _____
(Please provide Fax number)

☐ **Overnight UPS** (must be submitted by 4:00pm the day before for overnight the next day)

☐ **Send Federal Express International**

(Please provide phone number of package receiver)

☐ **Notarize**
(We do not send to IA. Secretary of State Apostille)

Signature (required): _____ **Date:** _____

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, **your written signature is required** to authorize release of your transcripts.