



Unofficial Transcript Request Form

Please complete one request form for each addressee. Upon receipt, official transcript requests are processed within 7 business days. Unofficial transcript requests include both undergraduate and graduate work. There is no fee for an unofficial transcript.

Student Information:

Last, First Name: _____

Date of Birth: _____

Student ID Number: _____

or
2WKHU , GHQWLI\LQJ , QIRUPDWLRQ

Name While Attending: _____
(if different)

Address: _____

City: _____

State, Zip Code: _____

Telephone #: _____

Email Address: _____

Approximate Dates of Attendance:

From: _____ To: _____

Send Transcript To:

Organization: _____

Attention To: _____

Address: _____

City: _____

State, Zip Code: _____

Choose one:

_____ Send now

_____ Hold for posting of degree

_____ Hold for posting of grades for _____ term

I acknowledge that regular First Class U.S.P.S. mail does not provide tracking, and therefore there is no guarantee of delivery.