



All outstanding financial obligations to the University must be satisfied before an official transcript can be issued. Upon receipt, transcript requests are processed within 2 - 3 business days except during extended University holidays. Official transcripts include both undergraduate and graduate work. Electronic (eScrip-Safe) option is only available if the first date of attendance was January 1996 or later.

Date of Request:

Student Information

Name (last, first, MI):

Name While Attending (if different):

Student ID (if known):

SSN (required):

Date of Birth (required):

Telephone:

Student or other Email:

Current Address (Street, City, State, Zip):

Currently Enrolled? Yes No

Last year/term enrolled if not currently:

Recipient Information (maximum two recipients per form)

Recipient #1		Recipient #2	
Transcript Type (Choose one):		Transcript Type (Choose one):	
Paper (Mail)	Electronic (eScrip)	Paper (Mail)	Electronic (eScrip)
Send: Now	After Current Term Grades	Send: Now	After Current Term Grades
	After Degree is Awarded		After Degree is Awarded
Number of Copies:		Number of Copies:	
Mailing Information Recipient #1 (required for paper request)		Mailing Information Recipient #2 (required for paper request)	
Recipient Name:		Recipient Name:	
Address:		Address:	
City, State, Zip:		City, State, Zip:	
<u>Electronic Information Recipient #1 (required for electronic request)</u>		<u>Electronic Information Recipient #2 (required for electronic request)</u>	
Recipient Name:		Recipient Name:	
Recipient Email:		Recipient Email:	

Signature (required to process request):