

Submit a Paper Request in person

1. Please note;
 - All financial obligations must be met before any transcript will be released.
 - CORRECT information (name, address and apartment number etc.) of where transcript will be delivered is required. The Registrar's Office will not be responsible for incorrect delivery information.
 - Only a completed and signed form will be processed.
2. To obtain the form ([click here to complete](#))

STUDENT INFORMATION

PRINT FULL NAME: _____
(LAST) (FIRST) (MIDDLE) (MAIDEN)

STUDENT ID NUMBER: _____ DATE OF BIRTH: | | / | | / | | | |
MM DD YYYY

STUDENT ADDRESS: _____
Street Address Apt. #

_____ City State Zip Code

Phone: () _____ - _____ Email Address: _____

ATTENDANCE

Currently Enrolled Student Year First Attended: _____

Degree(s) Awarded: (List below) Year Last Attended: _____

_____ Date Graduated: _____

3. Payment information: Payment may be made at the Cashier's Office (Student Financials). This office accepts any form of payment. Transcript fee is \$10.00 each. Obtain a receipt for your payment
4. Submit your completed form and receipt to;

Office of the University Registrar
Room 112 Foote-Hilyer Administration Center

5. Delivery Method: You may chose any one of the following

Please check one of the following

- | | |
|--|---|
| <input type="checkbox"/> Will Pick Up | <input type="checkbox"/> Mail Now |
| <input type="checkbox"/> Hold for Current Semester Grades to be Posted | <input type="checkbox"/> Hold for Degree to be Posted |
| <input type="checkbox"/> Hold for Grade Change (specify below) | <input type="checkbox"/> Other (specify below) |

Course _____

6. Recipients: If you are sending transcripts to more than two addresses, please list names and addresses of recipients on separate sheet and attach to the form
7. Signature: Signed consent to release your transcript is required. Only signed requests will be processed