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)

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
   - Will Pick Up
   - Hold for Current Semester Grades to be Posted
   - Hold for Grade Change (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