

## TRANSCRIPT REQUEST FORM

Requestor's Name and Address (for transcript confirmation):

PRINT CLEARLY WITHIN ADDRESS BLOCK

Name \_\_\_\_\_  
Street \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

OFFICE USE ONLY

Due: \$ \_\_\_\_\_ Paid: \$ \_\_\_\_\_

Date Mailed \_\_\_\_\_

Date \_\_\_\_\_

Check here if you were enrolled during or after Fall 2006.

Dates of Attendance \_\_\_\_\_

Name used during attendance: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mail, scan/email or fax a separate form for each "mail to" address. Allow 2-3 working days' processing time. Additional time is required for end-of-semester requests. All financial obligations to the university must be satisfied before the transcript is released. Transcripts show all work completed at Susquehanna University. Transcripts from other institutions cannot be duplicated.

*A \$3 fee is charged for each transcript. Please make payment in the form of cash, check or money order to Susquehanna University and mail to the Office of the Registrar at the address above.*

### Action Requested:

Number of Official Transcripts to the address below: \_\_\_\_\_ Number of Unofficial Transcripts to the address/fax below: \_\_\_\_\_

- Send as soon as possible
- Hold for end-of-term grades
- Hold for degree posting
- Hold for off-campus credits from \_\_\_\_\_  
Institution

Mail/Fax to (include company/institution name):

PRINT CLEARLY WITHIN ADDRESS BLOCK

\_\_\_\_\_

**Transcripts cannot be emailed.**

**Official copies cannot be faxed.**

**Unofficial copies can be faxed to the number you provide.**

I hereby authorize the release of my transcript to the address shown above.

Signature \_\_\_\_\_ Student I.D. Number (if known): \_\_\_\_\_

*OFFICIAL TRANSCRIPTS are printed on security paper and bear the raised seal of the university. This transcript is released to you at the personal request of the person named above. It may not be used for any other reason than that for which it was originally provided and it may not be released to anyone outside your own institution or business without written authorization of this individual.*