

Transcript Request Form

NO CHARGE FOR REGULAR PROCESSING

Any money owed to UCC will prevent processing of this request.

Student Information

Student ID Number		Date of Birth	Former Names Used	
Last Name		First Name		M.I.
Current Mailing Address				
City		State	Zip	
Daytime Telephone				

*****Most requests submitted by 11 a.m. will be available after 2 p.m.*****

Transcript Order	<input type="checkbox"/> Official Academic Transcript #____copy(s) <input type="checkbox"/> Unofficial Academic Transcript #____copy(s)	Processing Time	<input type="checkbox"/> Standard (up to 2 business days) . . . \$ No Charge <input type="checkbox"/> Rush \$ 10.00 <input type="checkbox"/> Hold for grades (current students only) <input type="checkbox"/> Hold for degree posting (current students only)
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Delivery Method	<input type="checkbox"/> In-Person Pick-Up \$ No Charge <input type="checkbox"/> U.S. Mail \$ No Charge <input type="checkbox"/> Fax \$ 3.00 Fax number: (____) ____-_____ Attention: _____	Mailing Instructions	MAIL TO: <input type="checkbox"/> Current Mailing address above <input type="checkbox"/> Different Mailing address – write complete mailing address in box below
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Mailing Information	<p><i>Print name and address if different from Student Information above.</i></p> <div style="border: 1px solid black; border-radius: 15px; height: 80px; margin: 10px auto; width: 80%;"></div>
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Signature	<p><i>I authorize release of my transcript as directed on this form.</i></p> <p>x _____ Student Signature Date (mm/dd/yyyy)</p>
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Payment Information	<p>Special Processing and Delivery Requested: <input type="checkbox"/> Rush Fee \$10 <input type="checkbox"/> Fax - US \$3 Total: \$ _____</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card</p> <p>Name on Card _____</p> <p>Billing Address _____ State _____ Zip _____</p> <p>Account # _____ Exp. ____/____ VCode _____</p>
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OFFICE USE ONLY	
Date Received _____ AM/PM	Payment Verified <input type="checkbox"/> Rush <input type="checkbox"/> Fax <input type="checkbox"/> Other _____