STUDENT REQUEST FOR TRANSCRIPT
(Graduates/Former Students use Graduate Transcript form)

Student ID #: __________
Local Phone: _______________ Home Phone: ___________________
if different: ___________________ Student Mailbox: ____________

Check items as appropriate:
- □ Active Student     □ Student on Leave of Absence
- □ If on Leave of Absence: Last date of active
  attendance was Month ____ Year ________
- □ Official transcript
- □ Unofficial (student) copy
- □ Hold for current grades     □ Hold for degree
- □ Include National Board Scores* How many copies? Transcript ___ Evaluation ___ Board scores ___
- □ Include Clinical Evaluations □ Dean’s Letter
- □ Special Handling (Overnight) □ Hold for pickup**

*Only current students may order National Board scores.
**Official transcript for pickup is addressed to qualified recipient in sealed envelope with security stamp. Only unofficial transcripts
may be Faxed. Fee schedule: Current student Transcript-Official, $5.00; Unofficial, $1.00; Add Clinical Evaluations – no additional
charge; Special Handling (e.g., Express Mail) $18.00 minimum.

Signature: ___________________________ Date: ___________________

Print plainly the name, office and address of recipient to whom transcript is to be sent. Use separate form for each addressee.

Official Use Only
□ Signature verified
Mailed on ____________

Original – recipient
1st copy – Registrar
2nd Copy - Student