

Transcript Request Form

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

Fall 2015 Letter 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				

Transcript Order	<input type="checkbox"/> Official Academic Transcript # _____ copy(s)	Processing Time	<input type="checkbox"/> Standard (<i>up to 2 business days</i>) . . . \$ No Charge
	<input type="checkbox"/> Unofficial Academic Transcript # _____ copy(s)		<input type="checkbox"/> Rush \$ 15.00
			<input type="checkbox"/> Hold for grades (current students only)
			<input type="checkbox"/> Hold for degree posting (current students only)

Delivery Method	<input type="checkbox"/> In-Person Pick-Up \$ No Charge	Mailing Instructions	MAIL TO:
	<input type="checkbox"/> U.S. Mail \$ No Charge		<input type="checkbox"/> Current Mailing address above
	<input type="checkbox"/> Fax \$ 3.00		<input type="checkbox"/> Different Mailing address – write complete mailing address in box below
	Fax number: (____) ____-_____		
	Attention: _____		

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; width: 100%;"></div>
----------------------------	---

Signature	<p><i>I authorize release of my transcript as directed on this form.</i></p> <p>x _____</p> <p>Student Signature Date (mm/dd/yyyy)</p>
------------------	---

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>
----------------------------	--

OFFICE USE ONLY	
Date Received _____ AM/PM	Payment Verified <input type="checkbox"/> Rush <input type="checkbox"/> Fax <input type="checkbox"/> Other _____
<input checked="" type="checkbox"/> Transcript - Fall 2015 Letter Request	