

# TRANSCRIPT REQUEST FORM

## THE UNIVERSITY OF ALABAMA OFFICE OF ACADEMIC RECORDS AND UNIVERSITY REGISTRAR

206 Student Services Center  
Box 870134  
Tuscaloosa, Alabama 35487-0134  
Phone: 205-348-4886  
WWW.REGISTRAR.UA.EDU

### STUDENT INFORMATION

PRINT FULL NAME: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

STUDENT NUMBER: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

STUDENT'S ADDRESS: \_\_\_\_\_  
Street Address Apt. No.

\_\_\_\_\_ Phone: \_\_\_\_\_  
City State ZIP Area Code Number

### ATTENDANCE

Currently Enrolled Student  
Degree(s) Awarded: (List below)

Year First Attended: \_\_\_\_\_  
Year Last Attended: \_\_\_\_\_  
Date Graduated: \_\_\_\_\_

### PAYMENT INFORMATION

- Financial obligations to The University of Alabama **must** be cleared before transcript can be released.
- The transcript fee is \$7.00 each. Optional additional service charges: FAX \$11.00 Overnight \$17.00
- Payment method selected:

Personal check or money order made payable to The University of Alabama.

Credit Card:  Visa  MasterCard  Discover Card

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### SPECIAL INSTRUCTIONS

Total number of copies requested \_\_\_\_\_ @ \$7.00 each TOTAL PAYMENT \$ \_\_\_\_\_

Please check one of the following

- |  |   |
|--|---|
| <input type="checkbox"/> Will Pick Up                          | <input type="checkbox"/> Mail Now                     |
| <input type="checkbox"/> Hold for Current Semester Grades      | <input type="checkbox"/> Hold for Degree to be Posted |
| <input type="checkbox"/> Hold for Grade Change (specify below) | <input type="checkbox"/> Other (specify below)        |

Course \_\_\_\_\_

### MAIL TRANSCRIPT TO NAME AND ADDRESS BELOW

If transcripts are to be sent to more than one address, please list names and address of recipients on a separate sheet and attach to this form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date