

Complimentary Official Transcript Request

Enrollment Information:

- ☐ Currently enrolled
- ☐ Last Semester enrolled _____
Semester/Year

Requests will be fulfilled in the order received. Please allow up to 10 business days for processing.

Expedited, electronic, or additional paid transcript requests may be ordered online at studentclearinghouse.org.

Please note online processing fees will apply.

Transcript to be made:

- ☐ Now
- ☐ After _____ semester grades are recorded

Student Information:

Student ID# : _____

Birthdate: _____

Student's Full Name: _____

Name Used at UP: _____

Student Signature: _____

Date: _____

Student Contact Information:

Current Name: _____

Current Mailing Address: _____

Ok to update in our files? Yes ☐ No ☐

Email Address: _____

Phone Number: _____

Where should we send your transcript?

Mail to: _____

Street _____

City, State, Zip _____

Phone _____