The University of Kansas

Office of the University Registrar ~ ~ ~ Transcript Request Form

1450 Jayhawk Boulevard, Room 151B Strong Hall, Lawrence KS 66045-7535; Phone: 785-864-5454 or 4422; Fax: 785-864-5230

INFORMATION: 1) Your signature is required per federal regulations to release your transcript. **2)** Incomplete forms will not be processed. **3**) You will be billed for transcripts after requests are processed; do not send credit card information. **4**) All charges are nonrefundable **5**) Transcript requests will not be processed for students with financial obligations to the University. **6**) Photo ID is required to pick up transcript in Strong 151B; written authorization is required to release transcript to another person; those picking up your transcript must have a photo ID **7**) Transcripts show coursework taken at KU, request other institutional transcripts from those institutions. **8**) It is the responsibility of the student to confirm receipt of transcript at destination. Replacement transcripts will not be provided after six months from processing date. **9**) Do not mail and fax, or repeatedly submit the same transcript request; requests will be duplicated; all charges are your responsibility. **10**) We do not provide confirmation of receipt of transcript requests; it is your responsibility to call our office for confirmation of receipt. **11**) If requesting transcripts with different times or types of service-use additional forms; complete the first form and check the box at the bottom left, on additional forms, sign section 1, print your name in section 2, complete sections 3, 4, 5, & attach. **12)** If sending to multiple destinations using the same time and type of service-check the box at the bottom left of the form and use the back of form, or a plain sheet of paper for additional addresses. **13**) When choosing Federal Express you must provide a physical address as Fed Ex does not deliver to P.O. Boxes. **14**) Changes to time or type of service, or the destination address must be made in writing by the person requesting the transcript.

➔1. Student Signature is REQUIRED before processing: I understand the statements and disclaimers on this form and how these relate to my transcript request(s), processing procedures, and billing policies. My signature authorizes release of my transcript to the recipient(s) indicated: _____

2.Student Name(s), Billing Address and Identifying Information: Please print legibly

_____ _____
Student LAST Name FIRST Name Middle Name or Initial — Student KU ID Number (If known)

_____ _____
Other Legal Names Used (Birth name, married names, etc.) — Social Security Number

_____ _____
Billing Street Address — Current E-mail Address

_____ _____(_____)_____
Billing City State Zip — Date of Birth Contact Telephone Number

3.Time of Service: Choose one

☐ Process NOW

☐ HOLD for [term/year➔FALL 20___ SPRING 20___ SUMMER 20___] semester grades and cumulative GPA. Appx. 2 weeks after last day of finals

☐ HOLD for [term/year➔FALL 20___ SPRING 20___ SUMMER 20___] Degree Conferral Posting. Appx. 4 weeks after last day of finals

☐ HOLD for CHANGE OF GRADE/INCOMPLETE: Existing Grade, Course Title, & Term _____

☐ HOLD for CORRESPONDENCE WORK: Course Title, Term Taken, & Date Completed _____

4.Type of Service: Choose ONE type of service from regular or expedited methods.

REGULAR PROCESSING: **Requests are processed in the order they were received, via walk-in, mail, special delivery, or fax.**

☐**Pick-up $8** Completion of address at Section 5 below is optional ☐**Mail Domestic $8**

☐**International Air Mail $15** ☐**Federal Express $33**

EXPEDITED / SAME DAY PROCESSING: **Requests are processed immediately upon receipt. Pick Up is only available in 151B Strong Hall.**

*Same day pick up and same day Federal Express are processed if received by 3:00 pm, central time

**Same day US and International Mail are processed if received by 1:00 pm, central time.

☐***Pick Up $15** Completion of address at Section 5 below is optional ☐****US Mail $15** ☐****International Air Mail $22**

☐***Federal Express $40** ☐***International Fed Express $40+other charges** (Call for quote)

5.Pick-Up/Send _____ **# of Transcript(s)**: ☐ Check if sending transcript with attachment

_____
Send to➔ (Person, Company Name, or Institution)

_____
Attention of➔

_____
Street Address➔

_____
☐ Check if requesting additional transcripts **Street Address con't➔**

_____
➔City **➔State** **➔ Zip**

_____
➔Country other than the US --- State the country here

Office Use ONLY: ☐-Holds_____