

Official Transcript Request Form

Office of the University Registrar
1100 E. 5th St., Anderson, IN 46012-3495
Phone: (765) 641-4165



Processing Types and Fees for OFFICIAL transcripts.

- Regular - \$10 per copy – mailed or picked up within 2 business days
 - Rush - \$15 per copy – picked up same day
- Cash or Cards accepted

Transcript requests will not be processed without the following:

- Written request from student must be signed and dated
- Financial holds must be cleared

Student Information (please print clearly)

Name _____ Date of Birth _____
Last First Middle

Other names used at Anderson _____

E-mail _____ Cell Phone (_____) _____ - _____

Student ID or SSN _____ Dates of attendance _____
From To

Signature _____ Date _____

Request #1

Number of copies Official _____

Rush

Mail

Pickup

Hold until degree and/or grades are posted

Mail to _____

Street _____ City _____ State _____ Zip Code _____

Request #2

Number of copies Official _____

Rush

Mail

Pickup

Hold until degree and/or grades are posted

Mail to _____

Street _____ City _____ State _____ Zip Code _____

Office Use Only

Fin Hold Cleared: _____ Date: _____

Processed by: _____ Date: _____

Paid / Owes: _____