

# TRANSCRIPT REQUEST FORM

**PART I: (Standard Processing takes 7-10 business days. Transcripts are mailed, or held for pick up after processing.)**

First Name	Last Name	MI	Student ID Number (Do not provide SSN)
Name while enrolled/former/name(s)			Birth date
Current Address		City	State Zip
Phone Number		Email Address	

**PART II:**

<p><b>Number of Copies Requested (Up to 5 Copies)</b> _____</p> <p><b>Standard Processing: (7 – 10 business days)</b></p> <p><input type="checkbox"/> Mail (USPS) (No Charge)</p> <p><input type="checkbox"/> Unofficial Fax or Email (No Charge)</p> <p><input type="checkbox"/> Pick Up (No Charge)</p> <p><b>Additional Services:</b></p> <p><input type="checkbox"/> Attachments (Fax, mail, email or drop-off to Registrar's Office)</p> <p><input type="checkbox"/> Signed Envelopes</p> <p><input type="checkbox"/> Separate Envelopes</p>	<p><b>Type of transcript requested:</b></p> <p>Credit (Degree/Nondegree)      Non-Credit (C.E.U.)</p> <p><b>Expedited Services:</b> (Charges for Expedited Services must be paid in full before transcripts are processed and released)</p> <p><input type="checkbox"/> Same-day Pick Up (<b>\$10.00</b>) (Must be received by 2pm) (Not available for Anschutz Medical Campus students)</p> <p><input type="checkbox"/> Rush Mail (<b>\$15.00</b>) (3-5 business days for processing)</p> <p><input type="checkbox"/> Federal Express (No P.O. Boxes) (3 business days for processing)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Domestic (USA) (<b>\$30.00</b>)    <input type="checkbox"/> International (<b>\$85.00</b>)</p>
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**PART III: DELIVERY INFORMATION**

To student – same address as above

(Transcripts "ISSUED TO STUDENT" may not be considered Official by many institutions)

To/Attention			
Address	City	State	Zip
Country (if other than USA)		Apostille Country	
Phone Number		Fax Number	

**PART IV: STUDENT AUTHORIZATION**

Student Signature	Date
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**Important Notes:** (1) Your request will not be processed if you have overdue financial obligations or any other obligations to the university or the information you fill out is incomplete, illegible, or this form is not signed with a current date a new request will be required. (2) Expedited transcript requests received after 12:00pm MST for Anschutz Medical Campus are processed the following business day. Expedited transcript requests for Denver Campus are subject to posted processing times. (3) Charges for Expedited Services must be paid in full before transcripts are processed and released.

**PART V: PAYMENT INFORMATION**

Cash (pay at Service Center Only)     Check (attach)     Money Order (attach) or

Credit Card (Denver Campus Only):     Visa     Mastercard     Discover     American Express

Name on Card	Credit Card Number	Expiration Date
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OFFICE USE ONLY: Speed Type 62920048	Amount charged \$ _____	Student ID _____	Date _____
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