

Request For Transcript of Academic Record

Print this form and submit or include the following information in your request.

(Please print)

Current Date: _____ Currently Enrolled? Yes / No
Dates Attended: _____ Degrees Earned: _____
ID# or SSN#: _____ Birth date: _____

Include all previous and current names.

Last Name: _____
First Name: _____
Middle Name: _____
Maiden Name: * _____

***Must provide** copy of marriage certificate or court order to update your name on our records.

Street
Address: _____
City: _____
State: _____ Zip: _____
Phone: _____
email: _____

Signature: _____

_____ Number of official transcripts requested
_____ Number of unofficial transcripts requested
_____ Mail current transcript(s)
_____ Hold until current semester is posted
_____ Hold until degree is posted

Mail to: _____

Official Transcripts are \$3.00 each (processed twice weekly).

Official Transcripts for **emergency** situations can be processed within 24 hours by our office, for an additional \$7.00 fee, a total of **\$10.00** for each official emergency transcript.

Unofficial Transcripts are \$1.00 each.

Transcripts include your entire history at Anderson University including both undergraduate and graduate work if applicable. There is only one fee for each transcript which includes both undergraduate and graduate work

Mail request, fee and marriage certificate or court order if applicable to:

- Office of the University Registrar
- Anderson University
- 1100 East Fifth Street
- Anderson, IN 46012-3495