



Return to:  
Indiana University of Pennsylvania

Phone: (724) 357-2217  
Fax: (724) 357-4858  
Email: registrars-office@iup.edu

Office of the Registrar  
Clark Hall: 1090 South Drive  
Indiana, Pennsylvania 15705

## TRANSCRIPT REQUEST FORM

- The Registrar reserves the right to refuse requests for an excessive number of transcripts or to charge a reasonable fee.
- All transcripts are mailed **FIRST CLASS MAIL** including Same Day transcripts. The Registrar's Office is not responsible for incomplete or incorrect addresses and fax numbers.
- Transcripts for students enrolled prior to Fall 1993 may take longer to process and same day service cannot be guaranteed.

### STUDENT INFORMATION

Banner ID: @ \_\_\_\_\_ OR Social Security Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Date of Birth \_\_\_\_\_

Former Name(s): \_\_\_\_\_ Former Name(s): \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Telephone Number Required: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Not Enrolled – enter the last semester and year at IUP: \_\_\_\_\_ For a confirmation email, please provide your e-mail address: \_\_\_\_\_. Currently enrolled students – a confirmation email will be sent directly to you.

### TRANSCRIPT ORDER INFORMATION

Send transcript *immediately*.

Hold transcript for *end of current term grade processing* \_\_\_\_\_ (identify term or summer session)

Hold transcript for *recent degree* \_\_\_\_\_ (identify month and year of degree)

Number of Copies \_\_\_\_\_ If separate, signed sealed envelopes are **REQUIRED**, please check here.

#### When do you need your transcript?

**The deadline is 2 PM EST for Same Day/Fax Service.**

<p><b>2-4 Days Processing - Free</b> Mail/pick up Allow additional time for standard mail delivery. Pick up transcripts will be available by 3 PM.</p>	<p><b>Next Business Day – Free official paper transcript.</b> Order through MyIUP. Go to <a href="http://www.iup.edu/registrar">www.iup.edu/registrar</a> for details. This service is not available if you attended or graduated prior to fall 2000.</p>	<p><b>SAME DAY – Cash/Check Only</b> Mail/pick up - <b>\$10/copy</b>  Allow additional time for standard mail delivery. Pick up transcripts will be available by 3 PM.</p>	<p><b>SAME DAY - Cash/ Check Only</b> Fax - <b>\$10/copy</b>  <b>Domestic faxing only</b> FAX# (____) _____ - _____ ATTN: _____</p>
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**NEED TO PAY BY CREDIT CARD?** To protect your financial information, transcripts must be ordered and paid for online. Same Day Mail, Pick up, and Fax Service available. Go to [www.iup.edu/registrar](http://www.iup.edu/registrar) for details.

I will pick up my transcripts in Clark Hall **OR** Please mail to:

Name of Recipient \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



Student's Handwritten Signature \_\_\_\_\_ Date \_\_\_\_\_

***Federal law requires that the student sign and date this request.***

Office use only: Cash received: \$ \_\_\_\_\_ Check received: \$ \_\_\_\_\_ Initials \_\_\_\_\_