

**Ashland University Transcript Request Form** (Print & mail, or send requested information in a letter; signature required for release of transcript.)

Transcripts may be picked up in person at the Registrar's Office during normal business hours.

**(DO NOT USE THIS FORM TO REQUEST SEMINARY TRANSCRIPTS- THE PROCESS, FEES, AND MAILING OPTIONS ARE NOT THE SAME - CONTACT THE SEMINARY FOR DETAILS)**

Name (first, middle, last) \_\_\_\_\_

Any previous names that could be on transcript record. \_\_\_\_\_

Last year attended if prior to 1987: \_\_\_\_\_ Social Security or Student ID Number: \_\_\_\_\_  
(or some other identifier that can distinguish you from someone with the same name).

Current Address: (street, city, state, zip) \_\_\_ Indicate if a change Home phone Daytime phone (for clarification)  
\_\_\_\_\_

Contact email if questions \_\_\_\_\_

Purpose: \_\_\_ grad school app \_\_\_ employment \_\_\_ scholarship \_\_\_ transfer \_\_\_ other

Mail transcript: \_\_\_ immediately, \_\_\_ when grades for \_\_\_\_\_ term are posted, \_\_\_\_\_ when degree is posted  
If graduate workshops were completed within the last month, indicate course number(s) :  
(graduate workshops often have a three week delay before being posted to a transcript)

NOTE: Transcripts are mailed within 2 days of receipt of request unless any of the following occurs: incomplete transcript, unidentifiable record, balance on account.

Transcript Format:

Official Copy to Student (sent to your address) Number requested: \_\_\_\_\_

Mail to: \_\_\_\_\_

Official Copy sent to 3rd party. Number requested: \_\_\_\_\_

Mail to: \_\_\_\_\_

"Sealed" envelope (some employers/universities require this format) Number requested: \_\_\_\_\_

Mail to: \_\_\_\_\_

Mailing Options and costs: (check preference) \*Must be received by 12:00 noon for processing same day

\_\_\_ First Class: \$4.00 per transcript

\_\_\_ Priority Mail \* (3-4 days, no guarantee): \$4.00 per transcript plus \$4.60 per address (As of 05/14/07)

\_\_\_ Express Mail \* For Saturday Delivery and PO or APO mailbox (next day guaranteed): \$4.00 per transcript plus \$16.25 per address (As of 05/14/07)

\_\_\_ UPS \* (next day guaranteed): \$4.00 per transcript plus \$14.00 per address (As of 9/11/07) No Saturday Delivery. No PO or APO mailboxes. MUST HAVE STREET ADDRESS

\_\_\_ UPS \* (**only for international mailings**): \$4.00 per transcript plus \$20.00 per address. No Saturday Delivery

Total number of transcripts requested: \_\_\_\_\_ Amount enclosed: \_\_\_\_\_ (if request is faxed, see note below)

Method of payment: \_\_\_ cash \_\_\_ check (payable to Ashland University) \_\_\_ money order

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NOTE: If you fax your request for a transcript, you will need to provide a credit card number. Fax number: 419-289-5939 **NOTE: TRANSCRIPTS ARE NEVER FAXED TO AN ADDRESS DUE TO LACK OF SECURITY.** Please indicate your choice of mailing options listed above.

\_\_\_ Visa \_\_\_ MasterCard \_\_\_ Discover \_\_\_ American Express Card No. \_\_\_\_\_ Exp.Date: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail this request to: Registrar's Office, 401 College Ave., Ashland University, Ashland, OH 44805 Questions????

[hfry@ashland.edu](mailto:hfry@ashland.edu)