

TRANSCRIPT REQUEST FORM

STUDENT INFORMATION

| Seminary-DO NOT USE THIS FORM-Please Contact the Seminary | | | | | | |
|--|--|--|--|--|--|--|
| Location: Ashland University MedCentral Mansfield General | | | | | | |
| Purpose: Grad School Employment Scholarship Transfer Other | | | | | | |
| Ashland University ID or SSN | DOB: | | | | | |
| Full Name: | Maiden/Other Name: | | | | | |
| | | | | | | |
| Phone Number: | Email Address: | | | | | |
| | | | | | | |
| Last Year Attended, If Prior to 1987: | | | | | | |
| Student's Signature: | Date: | | | | | |
| TRANSCRIPT ORDER INFORMATION | | | | | | |
| □ Send Transcript Immediately □ Hold for current term grades □ Hold for degree | | | | | | |
| Number of Official Copies (\$12.00 per transcript) N | umber of Unofficial Copies (\$3.00 per transcript): | | | | | |

FILL OUT BELOW INFORMATION IF MAILING A TRANSCRIPT

When do you need your transcript?

| Cash or Check | | | | |
|---|--|---|--|--|
| □ 2-4 Days Processing | □ Next Business Day-Domestic | □ International Delivery | | |
| Mail/Pick-up Official or Unofficial Transcript | \$27 per address for next day delivery | Official Transcript Only | | |
| Allow additional time for standard mail delivery. Pick up transcripts will be available by 3 PM. | Official Transcript Only Can be sent same day when ordered prior 12pm, otherwise will be sent the next business day | Current mailing rate will apply for postage fee for international delivery. This fee is processed upon request and based on the location it is being sent. Please request the fee from the | | |
| | | Registrar's Office. | | |

| Transcript Mailing Address 1: | | Transcript Mailing Address 2: | |
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| Send to: | | Send to: | |
| | | | |
| | | | |
| City: | | City: | |
| State: | Zip: | State: | Zip: |