

## 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 <b>Official</b> Copies (\$12.00 per transcript) N	umber of <b>Unofficial</b> Copies (\$3.00 per transcript):					

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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.		

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