

STAFF USE ONLY	
Staff	_____
Amount	_____
Check/M.O. #	_____
<input type="checkbox"/>	Credit Card
<input type="checkbox"/>	Cash
<input type="checkbox"/>	FF

# TRANSCRIPT REQUEST

Form #12-02

Please print clearly and fill in all portions of the form.  
 Using the contact information at the right, send completed form to the Registrar's Office by mail, fax or scanned e-mail attachment.

## 1 Student Information

DRURY ID # _____	SSN _____ - _____ - _____	CURRENT PERMANENT ADDRESS, APT. # _____
Name: LAST _____	FIRST _____	MIDDLE _____
CITY _____	STATE _____	ZIP _____
OTHER NAME(S) WHILE ATTENDING _____	LAST ATTENDED (year) _____	COUNTY (only MO) _____
BIRTH DATE (MM/DD/YY) _____ / _____ / _____	Currently enrolled? <input type="checkbox"/> YES <input type="checkbox"/> NO	DAYTIME PHONE _____
		E-MAIL _____

## 2 Transcript Processing

<b>MAIL</b>	Please be as specific as possible. Attach page for additional addresses.	ADDRESS 1: _____	QTY. of Transcripts	UNDERGRAD <input type="checkbox"/>	MASTERS <input type="checkbox"/>	ADDRESS 2: _____	QTY. of Transcripts	UNDERGRAD <input type="checkbox"/>	MASTERS <input type="checkbox"/>
				<input type="checkbox"/> Send now	<input type="checkbox"/> Hold for degree post			<input type="checkbox"/> Hold for current term grades	<input type="checkbox"/> Overnight delivery (adds \$40.00)

<b>E-MAIL</b>	Unofficial ONLY	RECIPIENT'S NAME _____
		RECIPIENT'S E-MAIL _____
Choose one:		QTY. of Transcripts
<input type="checkbox"/> Send now		UNDERGRAD <input type="checkbox"/>
<input type="checkbox"/> Hold for degree post		MASTERS <input type="checkbox"/>
<input type="checkbox"/> Hold for current term grades		

<b>FAX</b>	Unofficial ONLY	(_____) _____ - _____
		FAX NUMBER _____
		ATTENTION _____
Choose one:		QTY. of Transcripts
<input type="checkbox"/> Send now		UNDERGRAD <input type="checkbox"/>
<input type="checkbox"/> Hold for degree post		MASTERS <input type="checkbox"/>
<input type="checkbox"/> Hold for current term grades		

<b>WILL PICK UP</b>	Choose one:	QTY. of Transcripts
<input type="checkbox"/> Print now		UNDERGRAD <input type="checkbox"/>
<input type="checkbox"/> Hold for degree post		MASTERS <input type="checkbox"/>
<input type="checkbox"/> Hold for current term grades		

### Transcript Policy

- Student records are confidential, and transcripts are issued only at the written request of the student.
- Transcripts are normally processed within 24 to 48 hours.
- Transcripts will not be released if you have a past due balance with Drury University.

## 3 Payment

A processing fee is due at the time of request:

Printed/Electronic transcripts - **\$6.00** each  
 (5+ transcripts - \$4.00 each)

Faxed transcripts - **\$9.00** each

Choose one:

Cash  Check/Money Order payable to Drury University  Visa  MasterCard  Discover

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CARD NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_ CVV CODE \_\_\_\_\_

➔ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Your signature is **required** to authorize the release of your transcript and to charge your credit card when applicable.