

## Drury University Transcript Request

Office of the Registrar  
900 N Benton, Springfield, MO 65802  
Phone: 417-873-7211 Fax: 417-873-7529

Staff _____
Amount _____
Check # _____

### Your Information

Drury Student ID Number \_\_\_\_\_

Name \_\_\_\_\_ (\_\_\_\_\_)  
Last First Middle Maiden/Other Names

Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Current Address \_\_\_\_\_  
Street City State Zip

Email Address \_\_\_\_\_

Are you currently enrolled at Drury?  Yes  No Were you enrolled prior to 1990?  Yes  No

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

**Signature is required for release of transcript.**

### Transcript Processing

The number of transcripts for undergraduate level work \_\_\_\_\_ for graduate level work \_\_\_\_\_

- I will pick up my transcript in Bay Hall.
- Fax unofficial transcript to \_\_\_\_\_ Attn \_\_\_\_\_
- Mail official transcript to the following address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Overnight delivery (Express mail to P O Box) **additional \$25.00 charge**
- Hold request and mail once degree is posted
- Hold request and mail once current semester grades are posted

**There is a processing fee due at the time of request for transcripts.**

Transcripts are \$6.00 per copy. (Transcripts are \$4.00 per copy in orders of 5 or more copies.)  
Faxed transcripts are \$9.00 per copy. (All faxed transcripts are stamped "unofficial")

Make money order or check payable to Drury University.

Drury University accepts Visa, MasterCard, and Discover card for transcript fees.  
Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Transcripts are normally processed within 24 to 48 hours.

**Transcripts will not be released if you have a past due balance with Drury University.**