



UNIVERSITY OF COLORADO DENVER

TRANSCRIPT REQUEST FORM

Please Allow **3 – 7 Working Days** For Transcript Processing
See Additional Notes At The Bottom Of The Request Form

Part I – Student Information

Please Print Clearly

Student ID Number / Social Security Number

Current Street Address

Last Name

City State Zip

First Name Middle Name

()
Phone Number Birthdate

Name while Enrolled / Former Name

Email Address

Part II (Check from the following options)

Rate Applies To Each Transcript Requested / Requests Received After 3 P.M. MST Are Subject To Processing On The Next Business Day

- Mail As Soon As Possible (**Free**)
- Mail Out Same Day US Mail (\$20.00)
- Mail Out Next Day US Mail (\$15.00)
- International US Mail Priority Envelope (\$20.00)
- Federal Express Service in USA (\$30.00)
- International Federal Express (\$20.00 Plus FedEx Country Transit Rate) Check Rates At <http://fedex.com/ratefinder/home>
- Hold For Pick Up (available in 3 days) Circle One – UCD Annex/NC 1003
- Same Day Pick Up (\$20.00)
- Next Day Pick Up (\$15.00)
- Unofficial Fax (available in 3 days)
- Same Day Unofficial Fax (\$20.00)
- Next Day Unofficial Fax (\$15.00)

Additional Options:

- Hold Until Current Term Grades Are Released
- Hold Until Current Term Degree Is Released
- Separate & Seal Envelopes For Each Copy
- Attachment(s) to Transcript**
(Fax/Mail attachments so we may include them with the transcript)

Part III – Delivery Information

Department / Attention

Phone Number

Name of Agency / Institution

Fax Number (For Fax Request)

Current Street Address

CHARGE INFORMATION (Only For Rush Service Requests)

City State Zip

Credit Number Type of Credit Card

Country Number of Copies (Up to 10 copies)

Name on Credit Card Expiration Date

Part IV

YOUR SIGNATURE

Today's Date

Transcripts will NOT be processed for the following reasons:

- **Financial Stop** (No transcripts are issued until cleared)
- **No Signature** (No transcript requests are processed without signatures)
- **Incomplete, Illegible, or Unclear Information on Transcript Request Form**
- Pending changes to transcript records

Important Notes:

- Transcripts received by a student will be stamped, "ISSUED TO STUDENT." (Many institutions do not consider Documents stamped "ISSUED TO STUDENT" to be official. Please verify)
- Payment must be made by check or credit card. Cash will only be Accepted at the Service Center/Bursar in the North Classroom

Please return this completed form to:
University of Colorado Denver

Transcript Office
Campus Box 167
P.O. Box 173364
Denver, CO 80217-3364

Phone: (303) 556-2389
Fax: (303) 556-4829