



TRANSCRIPT REQUEST FORM

PART I: (Standard Processing takes 7-10 business days. Transcripts are mailed, or held for pick up after processing.)

First Name	Last Name	MI	Student ID Number	
Name while enrolled/former/name(s)			Birth date	
Current Address		City	State	Zip
Phone Number			Email Address	

PART II:

<p>Number of Copies Requested (Up to 5 Copies) _____</p>	<input type="checkbox"/> Attachments (Fax, mail, email or drop-off) <input type="checkbox"/> Signed Envelopes <input type="checkbox"/> Separate Envelopes
<p>Standard Processing: (7 – 10 business days)</p> <input type="checkbox"/> Mail (USPS) (No Charge) <input type="checkbox"/> Unofficial Fax (No Charge) <input type="checkbox"/> Pick Up (No Charge) at <input type="checkbox"/> Denver or <input type="checkbox"/> Anschutz	<p>Expedited Services: (Charges for Expedited Services must be paid in full before transcripts are processed and released)</p> <input type="checkbox"/> Same-day Pick Up (\$10.00) <i>(Not available for Anschutz Medical Campus students)</i> <input type="checkbox"/> Federal Express (No P.O. Boxes) <input type="checkbox"/> Domestic (USA) (\$30.00) <input type="checkbox"/> International (\$85.00)

PART III: DELIVERY INFORMATION

To student – same address as above

(Transcripts "ISSUED TO STUDENT" may not be considered Official by many institutions)

To/Attention				
Address		City	State	Zip
Country (if other than USA)			Apostille Country	
Phone Number			Fax Number	

PART IV: PAYMENT INFORMATION

Cash (pay at Service Center Only) Check (attach) Money Order (attach) or

Credit Card (Denver Campus Only): Visa Mastercard Discover American Express

Name on Card		
Credit Card Number	CVV (3 or 4 digit code printed on back of card)	Expiration Date

PART VI: STUDENT AUTHORIZATION

Student Signature	Date
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Important Notes: (1) Your transcript will not be processed if you have overdue financial obligations or any other obligations to the university and/or the information you fill out is incomplete, illegible, or unclear or, this form is not signed. (2) Expedited Transcript requests received after 12:00pm MST for Anschutz Medical Campus and 2:00pm MST for Denver Campus will be processed the next business day. (3) Charges for Expedited Services must be paid in full before transcripts are processed and released.

UNIVERSITY OF COLORADO OFFICE OF THE REGISTRAR