

Request for Transcript of Academic Record

Print this form and submit or include the following information in your request.

(Please Print)

Current Date: _____

Currently Enrolled? Yes / No

Dates Attended: _____

Degrees Earned: _____

ID# or SSN#: _____

Birth date: _____

Last Name: _____

First Name: _____

Middle Name: _____

Maiden Name: * _____

***Must provide** copy of marriage certificate or court order to update your name on our records.

Street Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Email: _____

Signature: _____

- _____ Number of official transcripts requested
- _____ Number of unofficial transcripts requested

- _____ Mail current transcript(s)
- _____ Hold until current semester is posted
- _____ Hold until degree is posted

Mail to: _____

Official Transcripts are **\$3.00** each (processed twice weekly)

Official Transcripts for **emergency** situations can be processed within 24 hours by our office, for an additional \$7.00 fee, a total of **\$10.00** for each official emergency transcript.

Unofficial Transcripts are **\$1.00** each

Transcripts include your entire history at Anderson University including both undergraduate and graduate work if applicable. There is only one fee for each transcript, which includes both undergraduate and graduate work.

Mail request, fee, and marriage certificate or court order if applicable to:

- Office of the University Registrar
- Anderson University
- 1100 East Fifth Street
- Anderson IN 46012-3495

Or fax request only to

(765) 641-3015

And mail payment to

- Office of the University Registrar
- Anderson University
- 1100 East Fifth Street
- Anderson IN 46012-3495

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