

ANDERSON UNIVERSITY
TRANSCRIPT REQUEST FORM

TRANSCRIPT REQUEST INFORMATION

Processing Types and Fees:

- ❖ Regular Delivery - \$3.00 per copy - mailed within 3-5 business days
- ❖ Rush Delivery - \$10.00 per copy - mailed within 24 hours
- ❖ Pick-up processing (another day) - \$3.00 per copy - Students pick up transcripts at the Registrar's Office.
- ❖ Unofficial Transcripts - \$1.00 per copy

In-Person/Mailed transcript requests will not be issued/processed without the following:

- ❖ Signed and dated written request from student.
- ❖ A mailed transcript request must have payment included. (check, money order, or cash - Credit cards not accepted.)
- ❖ All financial holds must be cleared before transcript requests can be processed.

STUDENT INFORMATION

Please print clearly:

Did you attend prior to Fall 1985? YES NO

Name: _____ Date of Birth: _____
Last First Middle

Other names used at Anderson: _____

Address: _____
No. & Street City State Zip Code

Email Address: _____ Phone #: _____

Student ID# or SSN: _____ Dates of Attendance: _____
From To

Undergraduate Graduate School of Theology

SEND TRANSCRIPT TO

REQUEST #1

Number of copies: Official _____
Unofficial _____

Regular
Rush
Pick-up

Hold until grades and/or degree is posted

MAIL TO:

Address: _____
No. & Street City State Zip Code

REQUEST #2

Number of copies: Official _____
Unofficial _____

Regular
Rush
Pick-up

Hold until grades and/or degree is posted

MAIL TO:

Address: _____
No. & Street City State Zip Code

X _____
Student Signature Date

OFFICE USE ONLY

PROCESSED: YES NO / REASON: _____

Request #1

MAIL PICK-UP RUSH

Request #2

MAIL PICK-UP RUSH

Amount paid: \$ _____ **X** _____
Registrar's Office Processed/Pick-up Date

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

Or scan and email to

registrarinfo@anderson.edu

And mail payment to

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

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