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## Transcript Request Form Office of the Registrar

Date:

Official transcripts bear the embossed university seal and the Registrar's signature across the envelope flap. Official transcripts sent to the student will be stamped as such and are VOID if opened by student. No transcripts will be processed without appropriate payment or if the student is on a Business Office or Library Hold. If the account is on hold beyond 30 days, the order will be CANCELLED. Payments by check, each or money order will be credited to the student's account; credit cards will not be charged. For questions, call 215, 572, 2035.

student is on a Business Office or Library Hold. If the account is on hold beyond 30 days, the order will be CANCELLED. Payments by check, cash, or money order will be credited to the student's account; credit cards will not be charged. For questions, call 215-572-2935. Office Use Only: Mail to: Registrar's Office; Arcadia University; 450 S. Easton Rd.; Glenside, PA 19038 Received Date: On Campus: Arcadia University, Taylor Hall, Room 103 Fax/Email to: 215-572-2126 / registrar@arcadia.edu Processed Date: \_\_\_ A. STUDENT INFORMATION (Required): Student's Name (First - Middle - Last) Date of Birth Name at Time of Attendance (If Different From Above) Social Security Number or Student ID Number City/State/Zip Code Current Address (Number & Street) Phone Number **Email Address** B. ATTENDANCE: ☐ I am a **CURRENT** student in the following program: ☐ I am a **FORMER** student in the following program(s): □ Undergraduate ☐ Graduate ☐ Undergraduate ☐ Graduate ☐ I am a **STUDY ABROAD ONLY** student (Current or Former) Years of Attendance: D. SPECIAL HANDLING: C. PROCESSING TIME (Select one): Fee Per Copy: (Select any that apply) Processing Time: No. of Copies: ☐ Hold for current semester grades at the end of term. ☐ **Standard** Official \*Fee: \$5.00/copy ☐ Hold until degree is conferred Order processed within 3 days- then mailed \*Fee: \$12.00/copy □ **Rush** Official ☐ Send as PDF attachment to email Order processed within 1 Business Day-then mailed ☐ **Fed Ex** Official \*Fee: \$27.50/copy ☐ I have an attachment/enclosure (AMCAS, PTCAS, LSAC, etc). Standard Overnight \*Fee: \$5.00/copy □ UNOFFICIAL ☐ This transcript is for a scholarship (current students only) or (free for current students) employer tuition reimbursement. **Total:** \*Two transcripts can be sent to the same address for one fee. E. PAYMENT (Select one): ☐ Cash Payment ☐ Check (Made out to Arcadia University) ☐ Charge Bookstore Acct.(Current Undergraduates -September to April only) If above options are not convenient, please see www.arcadia.edu > Academics > Registrar > Transcript Requests for additional options F. SEND TRANSCRIPTS TO (List additional addresses on reverse or in an attachment):

G. AUTHORIZATION SIGNATURE REQUIRED: I authorize the release of my transcript as directed on this form.