**INSTRUCTIONS**

- Fill-out all information on both pages, sign the form, enclose a check (payable to the ‘Trustees of the University of Pennsylvania’), and mail to the Registrar’s address at the top of this form. If you need to pay by credit card please use the online request process.
- All transcripts are official and will include graded coursework as well as coursework in progress.
- You cannot receive a transcript if you are on Financial, Academic, Judicial, or disciplinary hold.

**CURRENTLY ENROLLED STUDENTS:**

You may want to specify one or more of the following conditions to insure that your transcript is complete prior to being released. Please be advised that these conditions may cause delays in processing and mailing.

- [ ] Hold for Current Term Grades
- [ ] Hold for Graduation Notice Specify Degrees(s) ______
- [ ] No Hold/Send Immediately

**FEES**

**TRANSCRIPTS PROCESSING (per career/transcript):**
- Standard Processing (3-5 business days then mailed) ........ $10.00
- Same Day Processing .................................................. $15.00

**SHIPPING OPTIONS (per destination):**
- First Class Mail (up to 15 business days + processing time) ... FREE
- Intl’ Airmail (Indeterminate time of arrival + processing time) .... FREE
- Express Mail (1-3 business days + processing) .................... $20.00
- International Express Mail (15 business days + processing) . $50.00

**ORDER SUMMARY**

Number of Transcripts ordered: __________

Total Amount Enclosed (See second page) $__________

Destination #1 +Destination #2 + Destination #3 $__________

Remember:
1) Complete and enclose both pages of this form.
2) Please write clearly.
3) Send Check payable in US dollars to the ‘Trustees of the University of Pennsylvania’. Please do not send cash. If you need to pay by credit card please use the online request process.
# Transcript Request

## ORDER DETAILS

| Student Name: | Penn-ID Number OR Last 4 of Social Security |

## DESTINATION #1

- **Number of Transcripts:**
- **Processing Option per Career/Transcript:**
  - [ ] Standard @ $10, [ ] Same Day @ $15
  - [ ] Undergraduate
  - [ ] Graduate
  - [ ] Post Bacc
- **Shipping Option:**
  - [ ] First Class @ No Charge, [ ] Express @ $20, [ ] International Express @ $50
- **Cost for Destination #1**
  \[
  \text{Cost for Destination #1} = (\text{# of transcripts} \times \$\text{processing option}) + \$\text{shipping cost} = \$\text{Total Cost} \]

### Destination Details

- **Name:** 
- **Address:** 
- **City, State, Zip or Country:** 

## DESTINATION #2

- **Number of Transcripts:**
- **Processing Option per Career/Transcript:**
  - [ ] Standard @ $10, [ ] Same Day @ $15
  - [ ] Undergraduate
  - [ ] Graduate
  - [ ] Post Bacc
- **Shipping Option:**
  - [ ] First Class @ No Charge, [ ] Express @ $20, [ ] International Express @ $50
- **Cost for Destination #2**
  \[
  \text{Cost for Destination #2} = (\text{# of transcripts} \times \$\text{processing option}) + \$\text{shipping cost} = \$\text{Total Cost} \]

### Destination Details

- **Name:** 
- **Address:** 
- **City, State, Zip or Country:** 

## DESTINATION #3

- **Number of Transcripts:**
- **Processing Option per Career/Transcript:**
  - [ ] Standard @ $10, [ ] Same Day @ $15
  - [ ] Undergraduate
  - [ ] Graduate
  - [ ] Post Bacc
- **Shipping Option:**
  - [ ] First Class @ No Charge, [ ] Express @ $20, [ ] International Express @ $50
- **Cost for Destination #3**
  \[
  \text{Cost for Destination #3} = (\text{# of transcripts} \times \$\text{processing option}) + \$\text{shipping cost} = \$\text{Total Cost} \]

### Destination Details

- **Name:** 
- **Address:** 
- **City, State, Zip or Country:** 

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