



# Transcript Request

Office Use Only	
Date Received:	_____
Date Processed:	_____
Processed by:	_____

**University of Pennsylvania**  
**Office of the University Registrar**  
 150 Franklin Building, 3451 Walnut Street  
 Philadelphia, PA 19104-6270  
 215-898-6636

**PENN-ID NUMBER**

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or Last 4 of SOCIAL SECURITY NUMBER

X	X	X	-	X	X	-				
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**STUDENT NAME:**

LAST	FIRST	MIDDLE
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FORMER NAME (IF ANY)

EMAIL ADDRESS | DAYTIME PHONE

ADDRESS:  
STREET

CITY | STATE | ZIP

SCHOOL(S) ATTENDED AT THE UNIVERSITY OF PENNSYLVANIA  
 (Example: College, Wharton, Grad Ed, Vet, etc)

ARE YOU CURRENTLY ENROLLED? [Y/N] \_\_\_\_\_  
 IF YOU ARE NO LONGER ENROLLED, PLEASE INCLUDE:

- Year of Graduation/Separation \_\_\_\_\_
- Degree Received (if any) \_\_\_\_\_

I, \_\_\_\_\_  
*Signature*

authorize release of my transcript, as indicated.

**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 release. 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:**
- Complete and enclose both pages of this form.
  - Please write clearly.
  - 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	
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### DESTINATION #1

**Number of Transcripts:** \_\_\_\_\_

**Processing Option per Career/Transcript:** [ ] Standard @ \$10, [ ] Same Day @ \$15

**Shipping Option:** [ ] First Class @ No Charge, [ ] Express @ \$20, [ ] International Express @ \$50

**Cost for Destination #1** = ( \_\_\_\_\_ x \$ \_\_\_\_\_ ) + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

*# of transcripts*
*processing option*
*shipping cost*
*Cost for Destination #1*

**Career:** [ ] Undergraduate  
[ ] Graduate  
[ ] Post Bacc

Name .....

Address .....

City, State, Zip or Country .....

### DESTINATION #2

**Number of Transcripts:** \_\_\_\_\_

**Processing Option per Career/Transcript:** [ ] Standard @ \$10, [ ] Same Day @ \$15

**Shipping Option:** [ ] First Class @ No Charge, [ ] Express @ \$20, [ ] International Express @ \$50

**Cost for Destination #2** = ( \_\_\_\_\_ x \$ \_\_\_\_\_ ) + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

*# of transcripts*
*processing option*
*shipping cost*
*Cost for Destination #2*

**Career:** [ ] Undergraduate  
[ ] Graduate  
[ ] Post Bacc

Name .....

Address .....

City, State, Zip or Country .....

### DESTINATION #3

**Number of Transcripts:** \_\_\_\_\_

**Processing Option per Career/Transcript:** [ ] Standard @ \$10, [ ] Same Day @ \$15

**Shipping Option:** [ ] First Class @ No Charge, [ ] Express @ \$20, [ ] International Express @ \$50

**Cost for Destination #3** = ( \_\_\_\_\_ x \$ \_\_\_\_\_ ) + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

*# of transcripts*
*processing option*
*shipping cost*
*Cost for Destination #3*

**Career:** [ ] Undergraduate  
[ ] Graduate  
[ ] Post Bacc

Name .....

Address .....

City, State, Zip or Country .....