



# Transcript Request

**University of Pennsylvania**  
**Office of the University Registrar**  
 221 Franklin Building, 3451 Walnut Street  
 Philadelphia, PA 19104-6291  
 215-898-6636

**STUDENT IDENTIFICATION NUMBER (NOT PENN-ID)**

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**STUDENT NAME:**  
 LAST FIRST MIDDLE

FORMER NAME (IF ANY) 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*

**X**

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.
- Official transcripts do not include courses, final grades, or degrees posted for the current semester, until grades are posted. Unofficial transcripts include all courses, including current courses where grades have not yet been posted.
- You cannot receive a transcript, if you are on Financial, Academic or Judicial Hold.
- If there are problems with your request and/or fees, the Registrar's Office will contact you using the info on this form.

**CURRENTLY ENROLLED STUDENTS:**

If you are requesting Official transcripts, you may want to specify one or more of the following conditions to insure that your transcript is complete prior to being sent out. Please be advised that these conditions may cause delays in processing and mailing.

[ ] **Hold for Current Term Grades (Term)** \_\_\_\_\_  
 [ ] **Hold for Graduation Notice (Degree Expected)** \_\_\_\_\_  
 [ ] **Hold for Grade Changes:**

Course	Term	Grade

**FEES**

**TRANSCRIPTS PROCESSING (per transcript):**

Standard Processing (3-5 days) .....	\$10.00
Same Day Processing .....	\$15.00

**SHIPPING OPTIONS (per destination):**

First Class Mail .....	FREE
Express Mail (2-3 days + processing) .....	\$15.00
Overnight Delivery (1-2 days + processing) .....	\$15.00
International Express Delivery (up to 15 days + processing)...	\$35.00

**ORDER SUMMARY**

Number of Transcripts ordered: \_\_\_\_\_

Total Amount Enclosed (D1 + D2 + D3) \$ \_\_\_\_\_

**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.



# Transcript Request

## ORDER DETAILS

Student Name:		Student Identification Number:																	
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### DESTINATION #1

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

**Processing Option:** [ ] Standard @ \$10, [ ] Same Day @ \$15

**Shipping Option:** [ ] First Class, [ ] Express Mail @ \$15, [ ] Overnight @ \$15, [ ] Internat'l Express @ \$35

**D1: Cost for Destination #1** =  $(\frac{\text{# of transcripts}}{\text{# of transcripts}} \times \$\frac{\text{processing option}}{\text{processing option}}) + \$\frac{\text{shipping cost}}{\text{shipping cost}} = \$\frac{\text{Cost for D1}}{\text{Cost for D1}}$

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

**Type:** [ ] Official  
[ ] Unofficial

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip or Country \_\_\_\_\_

### DESTINATION #2

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

**Processing Option:** [ ] Standard @ \$10, [ ] Same Day @ \$15

**Shipping Option:** [ ] First Class, [ ] Express Mail @ \$15, [ ] Overnight @ \$15, [ ] Internat'l Express @ \$35

**D2: Cost for Destination #2** =  $(\frac{\text{# of transcripts}}{\text{# of transcripts}} \times \$\frac{\text{processing option}}{\text{processing option}}) + \$\frac{\text{shipping cost}}{\text{shipping cost}} = \$\frac{\text{Cost for D2}}{\text{Cost for D2}}$

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

**Type:** [ ] Official  
[ ] Unofficial

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip or Country \_\_\_\_\_

### DESTINATION #3

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

**Processing Option:** [ ] Standard @ \$10, [ ] Same Day @ \$15

**Shipping Option:** [ ] First Class, [ ] Express Mail @ \$15, [ ] Overnight @ \$15, [ ] Internat'l Express @ \$35

**D3: Cost for Destination #3** =  $(\frac{\text{# of transcripts}}{\text{# of transcripts}} \times \$\frac{\text{processing option}}{\text{processing option}}) + \$\frac{\text{shipping cost}}{\text{shipping cost}} = \$\frac{\text{Cost for D3}}{\text{Cost for D3}}$

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

**Type:** [ ] Official  
[ ] Unofficial

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip or Country \_\_\_\_\_