

REQUEST FOR ACADEMIC TRANSCRIPT
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, TRANSCRIPT DEPARTMENT
901 WEST ILLINOIS STREET, STE 140 URBANA, ILLINOIS 61801
FAX: (217) 333-3100 PHONE (217) 333-0210

OFFICE USE

The cost of a transcript is \$8.00 per copy. Payment by check or charge is due when the order is submitted. Make checks payable to the University of Illinois. ***Transcripts will be sent via US mail unless otherwise indicated.*** Transcripts may also be picked up in person at the Records Service Center. Transcript requests are normally processed within 2 to 5 business days from receipt of order. ***The student's signature is required for release of academic records.*** By signing below, the student consents to the release of academic transcripts from the University of Illinois at Urbana-Champaign and/or other University of Illinois campuses. **Please type or print clearly.** To order electronically delivered transcripts go to www.registrar.illinois.edu/transcripts/request_electronic.html

NAME: _____

UNIVERSITY ID# (UIN) _____ DATE OF BIRTH _____ *SS# _____

CURRENT ADDRESS _____

Street _____ City _____ Zip _____

PHONE # _____ E-MAIL _____ Attendance Prior to Fall 1982

Student Signature _____ Hold Transcript For: GRADES DEGREE ATTACHMENT* (Order Processed Upon Receipt)

DELIVERY METHOD MAIL QUANTITY _____ Mail to Student Address Above Quantity _____ Pick-up Quantity _____

NAME _____

Complete Address _____

Fed Ex Express Mail Options: ***ADDITIONAL FEES REQUIRED*** STANDARD OVERNIGHT DOMESTIC - \$14 INTERNATIONAL - \$40
NOTE: EXPRESS MAIL CANNOT DELIVER TO A POST OFFICE (PO) ADDRESS

NAME _____

Complete Address _____

Fed Ex Express Mail Options: ***ADDITIONAL FEES REQUIRED*** STANDARD OVERNIGHT DOMESTIC - \$14 INTERNATIONAL - \$40

*ARE YOU THE CARDHOLDER YES NO *(IF NO) NAME AS IT APPEARS ON CARD _____

Credit Card # _____ Security Code _____ Exp Date _____

SIGNATURE OF AUTHORIZED CARDHOLDER _____ DATE _____

*A Social Security number is not required but providing it will expedite the processing of your order. The University has a strong commitment to ensuring the privacy and confidentiality of student records and will not disclose any Social Security number without consent for any purpose except as allowed by law and University policy (see www.ssn.uillinois.edu). ¹ rvsd 04/2012