

Official Transcript Request

Revised Date: 01/18/2022

Submission Instructions

Submit this completed form with non-credit card payment to:

**The University of Arizona Global Campus - Office of the Registrar, 180 South Arizona Ave Suite #301
Chandler, AZ 85225**

Student Information

First Name: _____ Last Name: _____ Student ID: _____
Name while attending (if different): _____ Dates of Attendance (mm/yy): _____ to _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Date of Birth: _____ Email: _____

Please allow up to 14 business days for your request to be received by the Office of the Registrar via USPS mail.

OF COPIES: _____

There is a transcript fee of \$10 for official transcripts plus any applicable shipping charges. Payment must be made before transcript(s) will be released. Transcripts may be withheld if you have a hold on your account that prevents a transcript release. Normal processing time is 10-14 business days. Please allow a longer time for requests made at the beginning or end of a semester. For any additional questions regarding your transcript request, please contact our transcript department by email at transcript.request@UAGC.EDU

Special Instructions

Send Now Hold for Final Grades Hold for Degree Awarded

DELIVERY METHOD:

USPS **Domestic** (United States) additional \$2.50 per transcript **PDF** (provide email below) no additional shipping fee
 FedEx **Domestic Overnight** (United States) additional \$30 per transcript USPS **International** additional \$5.25 per transcript
 FedEx **International** additional \$55 per transcript

SEND TRANSCRIPT(S) TO:

Student at the above address Third Party (please provide address information below)

Third Party Information

Name: _____ Institution: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____

Additional addresses attached

I authorize the Office of the Registrar to release my transcripts to the indicated parties.

Signature: _____ **Date:** _____

Electronic signature not accepted

Payment Method \$10 per transcript + shipping charge per transcript = Total Payment Enclosed \$ _____

Check Money Order

*Check or money order **must** be payable to *The University of Arizona Global Campus*