



Arizona State University  
**REQUEST FOR OFFICIAL TRANSCRIPT**

University Registrar's Office  
 Academic Files • P O Box 870312 • Tempe, AZ 85287-0312 • (480) 965-7276

<b>Name (Last, First MI)</b>		<b>Former Name(s), if any:</b>	
<b>Address (Number, Street, Apt.)</b>		<b>City, State, Zip</b>	
<b>Daytime Phone Number</b>	<b>Email Address</b>	<b>Date of Birth</b>	
<b>First Enrolled (Sem/Year)</b>		<b>Last Enrolled (Sem/Year)</b>	

ASU ID Number \_\_\_\_\_

**Release Immediately** (If you are currently enrolled, your transcript will be released with only the grades that are posted at this time.)  
 **Hold for all my grades** (check one):  Fall,  Spring,  Winter Session,  Summer I,  Summer II,  8-week summer  
 **Hold for my current degree** (check one):  Bachelors,  Masters,  Doctorate (Degrees could take up to 6 weeks to post after graduation.)  
**SPECIAL HOLD REQUEST :** (Will hold for maximum of 60 days)  Change of Grade,  Repeated course or specific grade change post,  
 **Incomplete, Specify course(s).** \_\_\_\_\_

**DESTINATION:**  
 **Rush, requested in person same day pick up**  
 **Will pick up at (check one)** (Do not fill in the name/address area below if you are requesting a pick up.):  
 Tempe (next working day),  West  Polytechnic  Downtown (West, Polytechnic and Downtown allow 4 business days) (Transcripts will be held for 30 days only.) OR  
 **Mail to address(es) shown below (See #3 below)** . To add more requests, please attach a list to this form. **NOTE:** If requesting special delivery, Standard FedEx does not deliver to P. O. boxes; a FedEx deliverable street address is required.

Please print name, title, and address of person(s) or institution(s) to whom you wish transcript(s) sent:	
<b>First person or institution:</b>	
Name:	Attn:
Address:	City State Zip
<input type="checkbox"/> Special Instructions:	Number of Copies:
<b>Second person or institution:</b>	
Name:	Attn:
Address:	City State Zip
<input type="checkbox"/> Special Instructions:	Number of Copies:
<b>TOTAL NO. OF COPIES _____ See Fee Payment policy #1 below</b>	

**STUDENT'S SIGNATURE (required)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Transcript Service Policy**

- 1. FEE PAYMENT POLICY:** Transcripts will not be issued if any financial obligations are due the University. When ordering by mail, attach check or money order payable to Arizona State University. If ordering in person, payment of cash, check or credit card is acceptable. The fee for an official transcript will be \$15 per copy. "Rush" transcripts (requested in person, to be printed and picked up on the same day) cost \$10 in addition to the total cost of the transcript. Special delivery processing, instead of regular mail, is available via Standard FedEx or U. S. Express Mail service at \$22.00 per U. S. delivery address. Expedited deliveries to addresses outside the U. S. are available via FedEx International Priority or International Express Mail at \$38.00. The expedited costs are in addition to the cost of the transcript(s). (Please note that FedEx will not deliver to a PO Box; an actual FedEx deliverable street address is required.) Also note that there is an additional \$10 fee assessed by FedEx for all returned shipments. Fees are subject to change without notice.
2. Transcripts will be sent out usually in 1-2 business days, in the order that requests are received. However, during and after final exams there may be some delay. Transcripts to be picked up by the student will be held for no longer than 30 days. Picture identification will be required to pick up transcripts.
3. All requests must be authorized by the student's signature in accordance with the federal Family Educational Rights and Privacy Act of 1974. Requests by persons other than the student will not be honored without the student's written authorization.
4. Official copies of work transferred to Arizona State University must be requested directly from the institution where the work was completed.
5. Notification of non-receipt of transcripts by the intended destination will be accepted up to 90 days after your order date. After 90 days, you must place a new order.