

Arizona State University **REQUEST FOR OFFICIAL** THUNDERBIRD ALUMNI* TRANSCRIPT **University Registrar Services**

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Name (Last, First MI)		Former Name(s), if any:	
Daytime Phone Number	Thunderbird ID Number	Date of Bi	rth
Dates of Attendance (Sem/Year)		Degree Earned	
Email Address			
 Will pick up at (check one) (Do Tempe (next working day) be held for 30 days on Mail to address(es) shown belo not deliver to P. O. boxes; a FedEx 	y.) OR w. To add more requests, please atta deliverable street address is required	low if you are requisited to the second seco	Testing a pick up.): rtechnic and Downtown allow 4 business days) (Transcripts will rm. NOTE: If requesting special delivery, Standard FedEx does s) to whom you wish transcript(s) sent:
First person or institution:			
Name:			Attn:
Address:			City State Zip
Special Instructions:			Number of Copies:
Second person or institution: Name:			Attn:
Address:		City State Zip	
Special Instructions:			Number of Copies:
TOTAL NO. OF COPIES See Fee Payment policy #1 below			
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. Expedited delivery costs are in addition to the cost of the transcript(s). Expedited 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 per international delivery address. 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 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. Photo 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 Thunderbird 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. Revised 06/16/2016			

* Requesting Thunderbird School of Global Management Transcripts from ASU. At the request of the Higher Learning Commission, effective January 1, 2015, Arizona State University has accepted custody of the academic records of Thunderbird School of Global Management and has agreed to provide copies of documents contained in those records upon request.

INTERNAL USE ONLY- SBS: HOLD _____ RECEIPT #_____ TELLER ____ DATE ____ AMT ____