

## Request for Official Transcript

Complete this request form carefully. Your request will be returned if information and/or required payment are missing. Submit your request by mail, fax, or in person. For the fastest service and additional options, you may order official transcripts online at [z.umn.edu/OrderTranscript](http://z.umn.edu/OrderTranscript). Do not scan and email this form; it is not allowed. Contact your campus for assistance (see page 2).

Transcripts are not held for final grades or degrees. Official transcripts will not be issued if you have certain types of holds on your record. Outstanding debt with the University often prevents release of your academic record and official transcript.

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

### Submit this form

See page 2 for campus contact information.

Order online at [z.umn.edu/OrderTranscript](http://z.umn.edu/OrderTranscript).

<b>Receipting and office use only</b>	
holds: <input type="checkbox"/> yes <input type="checkbox"/> no	charge: <input type="checkbox"/> yes <input type="checkbox"/> no
# mailed _____	# given _____
Staff initials: _____	Date: _____

### Section A. Student information

All fields in Section A are required unless marked optional.				
First name	Middle	Last		
Name used while attending (first, middle, last)				
University ID number (if known)	Birthdate (mm/dd/yyyy)	Last 4 digits of SSN (optional)		
Mailing address	City	State	Zip	Country
Email	Phone (include area or country code)			

### Section B. Order summary

\*Each transcript is \$15.00 for those in the following: College in the Schools (CIS), Project Lead the Way, Post-Secondary Enrollment Options (PSEO), or Talented Youth Mathematics Program (UMTYMP).  
**All shipments sent to an international address receive standard express shipping with a tracking number.**

Choose a delivery method. All times are Central time zone.	Transcript fee	Shipping fee	Quantity needed	Subtotal
<b>Regular service via US Mail</b> Mailed within 1 business day. Allow sufficient time for delivery.	No charge or \$15.00*	No charge		
<b>Priority Overnight - Submit this form to the Twin Cities campus</b> Next business day delivery by 3:00 p.m. to most US addresses if order is received by 2:00 p.m. This method cannot be used for P.O. boxes.	No charge or \$15.00*	\$15.00		

### Section C. Student authorization (required)

Signature	Date
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### Section D. Payment information

<b>Choose one payment method.</b>				
<input type="checkbox"/> Cash (in-person orders only)			Amount enclosed:	
<input type="checkbox"/> Check or money order payable to the University of Minnesota			Amount enclosed:	
<input type="checkbox"/> Card	<input type="checkbox"/> Visa	Card number ____ / ____ / ____ / ____	Expiration date __ / __	Amount enclosed:
	<input type="checkbox"/> MasterCard		CVV	
	<input type="checkbox"/> AmEx	Billing address	Billing zip code	
	<input type="checkbox"/> Discover Card			

**Continue to page 2 to enter delivery address(es).**

To request copies of this form in an alternative format, call the Disability Resource Center at 612-626-1333. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.

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## SECTION E. Student information

Current name (first, middle, last)	Name used while attending (if different than current)	University ID number
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## SECTION F. Delivery addresses

Please note that Priority Overnight **cannot** be delivered to a P.O. box, Army Post Office (APO) address, or Fleet Post Office (FPO) address. You must complete the other side of this page for this form to be processed.

### Recipient 1

Name of recipient		Recipient phone (required for priority service)	
Mailing address (priority or regular mail service)		Apt #	P.O. box number
City	State	ZIP Code	Country
Choose one: <input type="checkbox"/> Regular mail <input type="checkbox"/> Priority service		Include attachment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of transcripts sent to this address	Special instructions		

### Recipient 2

Name of recipient		Recipient phone (required for priority service)	
Mailing address (priority or regular mail service)		Apt #	P.O. box number
City	State	ZIP Code	Country
Choose one: <input type="checkbox"/> Regular mail <input type="checkbox"/> Priority service		Include attachment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of transcripts sent to this address	Special instructions		

### Recipient 3

Name of recipient		Recipient phone (required for priority service)	
Mailing address (priority or regular mail service)		Apt #	P.O. box number
City	State	ZIP Code	Country
Choose one: <input type="checkbox"/> Regular mail <input type="checkbox"/> Priority service		Include attachment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of transcripts sent to this address	Special instructions		

**Submit this form**  
For priority overnight requests, submit form to the Twin Cities campus or order online at [z.umn.edu/OrderTranscript](http://z.umn.edu/OrderTranscript).

**Crookston**  
**Office of the Registrar**  
9 Hill Hall  
2900 University Avenue  
Crookston, MN 56716  
218-281-8548  
(fax) 218-281-8549

**Duluth**  
**Office of the Registrar**  
139 Darland Administration Bldg  
1049 University Dr.  
Duluth, MN 55812  
218-726-8000  
(fax) 218-726-6144

**On campus (with photo ID):**  
One Stop Student Services  
23 Solon Campus Center

**Morris**  
**One Stop Student Services**  
105 Behmler Hall  
600 East 4th Street  
Morris, MN 56267  
320-589-6046  
(fax) 320-589-1673

**Rochester**  
**One Stop Student Services**  
Suite 369, 300 University Square  
111 South Broadway  
Rochester, MN 55904  
507-258-8069  
(fax) 507-258-8021

**Twin Cities**  
**Office of the Registrar**  
160 Williamson Hall  
231 Pillsbury Dr. SE  
Minneapolis, MN 55455-0252  
612-624-1111  
(fax) 612-625-4351

**On campus (with photo ID):**  
- 333 Robert H. Bruininks Hall  
- 130 West Bank Skyway  
- 130 Coffey Hall, St. Paul

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