RUSH TRANSCRIPT ORDER FORM

OFFICE OF THE REGISTRAR, UNIVERSITY OF MICHIGAN

☐ Rush Processing

$10 per copy. Request must be received by 12pm EST for same day processing. Delivery is Postmarked same day, faxed same day, or pick-up between 3 – 5pm.

☐ Rush Processing + Next Business Day Delivery

$10 per copy + $12 per US Address or $35 per International Address. Request must be received by 12pm EST for same day processing.

☐ Standard Processing + Next Business Day Delivery

$12 per US Address or $35 per International Address. Transcripts will be sent via overnight delivery after two working days.

***Next Business Day deliveries require a street address.**

Please return this form in person to Student Services, 1207 LSA Bldg. or B430 Pierpont Commons, or mail/fax the form to the address/fax below.

Orders without a handwritten signature will not be processed.

Transcript Department
Office of the Registrar
University of Michigan
500 S. State Street, 1210 LSA Bldg.
Ann Arbor, MI 48109-1382
Phone: 734.763.9066
Fax: 734.764.5556
ro.umich.edu

Student Information

Last Name _____ First Name _____ Middle Name _____

Former/Maiden Name (if applicable) _____

Student ID or SSN _____ Date of Birth _____

School or College _____ Years Enrolled _____ to _____ Degree Received _____

School or College _____ Years Enrolled _____ to _____ Degree Received _____

Current Address _____ Apt# _____

Current Address (continued) _____

City _____ State or Province _____ Postal Code _____

Email _____ Phone _____ Country (if not US) _____

Date _____

➡ **HANDWRITTEN SIGNATURE REQUIRED**

Payment

Cash or Check

☐ Visa ☐ Mastercard ☐ Discover

Credit Card Number _____

Expiration Date _____ CVC Code _____

Billing Address (if different than current address)

_____

_____

_____

I authorize a total of $ _____ to be charged.

_____

➡ SIGNATURE OF CARDHOLDER REQUIRED

Send Transcripts

Number _____ ☐ My Address Above

or

Name _____

Address _____

_____

City _____

State and Postal Code _____ _____

Number _____ ☐ My Address Above

or

_____

_____

_____

_____

_____ _____

Pickup Transcripts

Number of Official Transcripts _____

Number of Unofficial Transcripts _____

☐ 1207 LSA Bldg

☐ B430 Pierpont Commons