

# TRANSCRIPT ORDER FORM

OFFICE OF THE REGISTRAR, UNIVERSITY OF MICHIGAN



## When should your transcripts be prepared?

Process Now

Hold for Grades Term \_\_\_\_\_ Year \_\_\_\_\_

Hold for Degree Term \_\_\_\_\_ Year \_\_\_\_\_

## Student Information

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Former/Maiden Name (if applicable)

\_\_\_\_\_  
Student ID or SSN Date of Birth

\_\_\_\_\_  
School or College to Years Enrolled Degree Received

\_\_\_\_\_  
School or College to Years Enrolled Degree Received

\_\_\_\_\_  
Current Address Apt. #

\_\_\_\_\_  
Current Address (continued)

\_\_\_\_\_  
City State or Province Postal Code

\_\_\_\_\_  
Email Phone Country (if not US)

\_\_\_\_\_  
Date

**HANDWRITTEN SIGNATURE REQUIRED**

**Send Official Transcripts** Number \_\_\_\_\_ My Address Above  
or

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State and Postal Code \_\_\_\_\_

Number \_\_\_\_\_ My Address Above  
or

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Send Unofficial Transcripts** Number \_\_\_\_\_ Attention  
UM Department  
My Address Above or UM Room/Address  
UM Campus Zip

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Pickup Transcripts** Number of Official Transcripts \_\_\_\_\_  
Number of Unofficial Transcripts \_\_\_\_\_

1207 LSA Bldg  
B430 Pierpont Commons

Please return this form in person to Student Services, 2200 SAB or B430 Pierpont Commons, or mail/fax the form to the address/fax number below. Please attach a second page of addresses if necessary. Preparation of transcripts normally takes two business days. However processing time may vary, so be sure to order early.

Orders without a handwritten signature will not be processed. Regularly processed transcripts are free of charge.

Official transcripts may be sent to the student or a third party.

Unofficial transcripts may only be sent to the student or a University of Michigan

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