



Transcript Order Form

Office of the Registrar, University of Michigan

1210 LSA Building
500 S. State Street
Ann Arbor, MI 48109-1382
Phone: 734.763.9066
Fax: 734.764.5556
<http://ro.umich.edu>

Return form in person to Student Services, 1207 LSA Building, 500 S. State Street or Room B-430 Pierpont Commons. Mail or fax form to the address/fax number listed above. Preparation of a transcript normally takes two business days. However processing time may vary, so be sure to order early. **Regularly processed transcripts are free of charge.**

When should your transcripts be prepared?

Process now

Hold for grades

Term _____ Year _____

Hold for degree

Term _____ Year _____

Name

Last name _____

First _____

Middle _____

Former name(s), if applicable _____

HANDWRITTEN SIGNATURE

Date _____

(Handwritten signature is required. Order will not be processed without appropriate signature.)

Current address

Address 1 _____

Apartment _____

Address 2 _____

Telephone Number _____

City _____

State or Province _____

Postal code _____

Country _____

Identification

Student ID or Social Security Number _____

Date of Birth _____ / _____ / _____

School or College attended _____

Dates enrolled _____ to _____

Degree received _____

School or College attended _____

Dates enrolled _____ to _____

Degree received _____

Number of **official** transcripts to this name and address _____

Name and address

Number of **official** transcripts to this name and address _____

Name and address:

Number of **unofficial** transcripts to this name and address _____

Unofficial transcripts can only be sent to yourself or University of Michigan departments.

Name and address

Please attach a second page of addresses if necessary.