

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 _____

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 _____

Please return this form in person to Student Services, 1207 LSA Bldg., 500 S. State St. or B430 Pierpont Commons, or mail or fax the form to the address/fax 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 department.

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

Number _____ My Address Above
or

1207 LSA Bldg
B430 Pierpont Commons