

UNIVERSITY OF DALLAS--Transcript Request Form

There will be a \$4.00 charge per copy. IF all accounts are clear, the transcripts will be mailed in 2-3 working days. (Longer at beginning and end of semester or holidays.) If picking up transcripts, please call first to see if transcripts are ready. "Rush" transcripts are available on an emergency basis (24-hour processing) for a charge of \$10.00 each, if staff is available to process. SEPARATE FORM REQUIRED FOR EACH ADDRESS TO WHICH TRANSCRIPTS ARE BEING SENT. FORMS WILL NOT BE PROCESSED WITHOUT A VALID SIGNATURE.

1. Last Name: _____ First _____ MI _____

Former/Maiden _____

2. SS# or ID#: _____

CHECK THE APPROPRIATE BOXES:

3. Send transcript to: (or check box if student will pick up [])
Number of copies to this address _____

Program: [] Undergraduate
[] Braniff/IRPS
[] GSM

Include COMPLETE Name and address to appear in envelope window:

[] Currently enrolled--if not,
list dates of attendance:

[] Transcript is for:
{ } Graduate School admission
{ } Transfer college/univ.
{ } Summer admission
{ } Job Interview
{ } Other _____

[] Do not hold for current semester grades.

4. Student's contact information (*REQUIRED)

[] Send end of: [] Fall
[] Spring
[] Summer ____
(Request will be held for final grades
for semester checked)

*Address _____

*Daytime Phone _____

*Email Address _____

[] Hold until grade change posted
Course: _____
Grade: From ____ To ____

[] Hold until degree recorded

[] Place transcript(s) in separate sealed
envelope(s).

Special Instructions: _____

[] RUSH (\$10.00 fee - per transcript)

5. Student Signature: _____

Date: _____

Office Use Only: Amt Rec'd

Amt Due

Date Completed

This form may be faxed to the Registrar's Office at (972) 721-5132

Or mailed to :

University of Dallas
Office of the Registrar
1845 E. Northgate Dr.
Irving, TX 75062