



REQUEST FOR TRANSCRIPTS

Office of the Registrar
Mail Stop 4029, 3901 Rainbow Boulevard
Kansas City, KS 66160-7191
PHONE: 913-588-7055 FAX: 913-588-4697

PLEASE PRINT LEGIBLY

Name _____ KUID# _____
First, M. Last

Other Legal Names: _____ SSN: _____ - _____ - _____ DOB: ____/____/____
(example: birth name or maiden name)

Street Address: _____ Phone Number: _____

City, State, and Zip: _____ Pager Number: _____

School/Program while at KUMC: _____ Graduating Yr. _____

Check Mailing Option Below:

- Process now
- Hold** until degree conferral is posted. (Approximately 4 weeks after graduation.)
- Hold** for current semester's grades & cumulative GPA.
- Hold** for change of grade / incomplete

Please order transcripts at least four days before they are needed to be mailed.

_____ # of Requests

Mail to: _____ Mail to: _____

***Transcripts issued to students are not printed on official transcript paper unless requested. Students can only receive one copy on official transcript paper a month.**

***It is the student's responsibility to verify the mailing address(s) and confirm receipt of transcript(s). Replacement transcript(s) will not be sent after 12 months. After 12 months, a new request and fee must be submitted.**

Signature _____ Date _____

REGULAR TRANSCRIPT SERVICE (2-3 BUSINESS DAYS DOMESTIC MAIL) IS FREE OF CHARGE. ONLY ONE TRANSCRIPT WILL BE SENT DIRECTLY TO THE STUDENT PER REQUEST. EXPRESS SERVICES CAN BE REQUESTED BY COMPLETING AN EXPRESS OPTION FORM (<http://www.kumc.edu/studentcenter/regrecords.html>) AND SUBMITTING PROPER PAYMENT.

Transcripts will not be provided for students with financial and/or other obligations to the University of Kansas. Transcripts show all work completed at KU. Transcripts from other institutions (ie...high school, undergraduate work) must be requested directly from that institution.

FOR OFFICE USE ONLY:		
Does this student have any holds on his/her record? Yes _____ No _____		
Audit Yes _____ No _____		
Date ordered _____	Date produced _____	Print Request # _____