

OFFICE OF THE REGISTRAR - QUINNIPIAC UNIVERSITY

275 Mt. Carmel Ave
Hamden, CT 06518
(203-582-8695)

TRANSCRIPT REQUEST FORM

- There is a \$5.00 charge per transcript.
- Transcripts are processed in the order they are received
- Order transcripts at least one week in advance of anticipated mailing date
 - Transcripts cannot be sent via fax
- Please use this same form to request Unofficial Transcripts
- Orders will not be processed unless all financial obligations to Quinnipiac University have been met**
- Current students may obtain a copy of their Unofficial Transcript via WebAdvisor as well**

Last Name: _____ First Name: _____ MI: _____

Name While Enrolled at QU (if different): _____

Dates of Attendance _____ Student ID or Soc. Security #: _____

Date of Birth (mm/dd/yyyy): _____

Degree Recv'd: _____ Major: _____

Current Address:

Street: _____

City: _____ State/Province _____ Zip/Postal Code: _____

E-mail address:

Phone Number

Signature: _____

Today's Date: _____

Please Sign, Date, and Return to the Office of the Registrar in person or via mail with payment in check or money order form made out to Quinnipiac University.

To send transcripts to multiple recipients, please complete a separate form

1. Number of Copies: I authorize Quinnipiac University to release _____ copy (copies) of my Official Transcript.
_____ copy (copies) of my Unofficial Transcript.

2. Special Handling Options:

- Please send now
- Please Hold for Degree(s) to be posted
- Please Hold for Final Grades

3. Send to:

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

Country: _____

For Registrar Use Only

Rec'd. Date: _____

Rec'd By: _____

Amount Recv'd: \$ _____