



Return to:
Indiana University of Pennsylvania

Phone: (724) 357-2217
Fax: (724) 357-4858
Email: registrars-office@iup.edu

Office of the Registrar
Clark Hall: 1090 South Drive
Indiana, Pennsylvania 15705

TRANSCRIPT REQUEST FORM

- The Registrar reserves the right to refuse requests for an excessive number of transcripts or to charge a reasonable fee.
- All transcripts are mailed **FIRST CLASS MAIL** including Same Day transcripts. The Registrar's Office is not responsible for incomplete or incorrect addresses and fax numbers.
- Transcripts for students enrolled prior to Fall 1993 may take longer to process and same day service cannot be guaranteed.

STUDENT INFORMATION

Banner ID: @ _____ OR Social Security Number: _____

Last Name: _____ First _____ MI _____ Date of Birth _____

Former Name(s): _____ Former Name(s): _____

Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Telephone Number Required: (_____) _____ - _____

Not Enrolled – enter the last semester and year at IUP: _____ For a confirmation email, please provide your e-mail address: _____. Currently enrolled students – a confirmation email will be sent directly to you.

TRANSCRIPT ORDER INFORMATION

Send transcript *immediately*.

Hold transcript for *end of current term grade processing* _____ (identify term or summer session)

Hold transcript for *recent degree* _____ (identify month and year of degree)

Number of Copies _____ If separate, signed sealed envelopes are **REQUIRED**, please check here.

When do you need your transcript?

The deadline is 1:30 PM EST for Same Day/Fax Service.

<p>2-4 Days Processing - Free Mail/pick up Allow additional time for standard mail delivery. Pick up transcripts will be available by 3 PM.</p>	<p>Next Business Day – Free official paper transcript. Order through MyIUP. Go to www.iup.edu/registrar for details. This service is not available if you attended or graduated prior to fall 2000.</p>	<p>SAME DAY – Cash/Check Only Mail/pick up - \$10/copy Allow additional time for standard mail delivery. Pick up transcripts will be available by 3 PM.</p>	<p>SAME DAY - Cash/ Check Only Fax - \$10/copy Domestic faxing only FAX# (____) _____ - _____ ATTN: _____</p>
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NEED TO PAY BY CREDIT CARD? To protect your financial information, transcripts must be ordered and paid for online. Same Day Mail, Pick up, and Fax Service available. Go to www.iup.edu/registrar for details.

I will pick up my transcripts in Clark Hall **OR** Please mail to:

Name of Recipient _____

Address _____

City _____ State _____ Zip _____

Student's Handwritten Signature _____ Date _____

Federal law requires that the student sign and date this request.

Office use only: Cash received: \$ _____ Check received: \$ _____ Initials _____