

# Transcript Order Form



Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Please provide any previous names (even if you did not attend DU under that name) \_\_\_\_\_

SSN#: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you currently enrolled at DU?  Yes  No

What was your approximate first date of attendance? \_\_\_\_\_

Have you received a degree from DU?  Yes  No

If so, when and what type of Degree? \_\_\_\_\_

DU High School transcript?  Yes  No

**SIGNATURE** \_\_\_\_\_  
*(\*Handwritten Signature Required for Processing)*

Process this request:

- Standard (available in 1-2 business days for pick-up or mailing)  
\$6 for each official and \$1 for each unofficial
- Same Day Processing (**only for orders made in person**)  
\$15 for each official and \$5 for each unofficial
- After grades are posted for Quarter \_\_\_\_\_ Year \_\_\_\_\_
- After degree is posted

Number of copies requested:

Official transcripts \_\_\_\_\_

Unofficial transcripts \_\_\_\_\_

If multiple official transcripts are being issued to you, would you like them in separately sealed envelopes?  Yes  No

- Hold for Pick up (Contact me by  Phone or  Email when ready)
- Send to current address
- Send to address(s) below

#1) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please print and mail form with payment to:**  
University of Denver, Office of the Registrar, Attn: Transcripts,  
2197 South University Boulevard, Denver, CO 80208

1. There is a charge of \$6 for each official transcript and a charge of \$1 for each unofficial transcript – payable in advance. **We accept cash, checks or money orders.**
2. Immediate, in-person processing is available for a fee of \$15 for each official transcript and a fee of \$5 for each unofficial transcript.
3. Transcripts are **NOT ISSUED** until ALL OUTSTANDING ACCOUNTS WITH THE UNIVERSITY are paid.
4. Only **UNIVERSITY OF DENVER** transcripts are issued. Copies of other school's transcripts are **NOT** included. *NOTE: Only hours of credit accepted by the University of Denver are listed from other colleges/universities.*
5. Transcripts held for pick-up in the Registrar's Office, or those with outstanding accounts with the University will be held no longer than 30 days.
6. Unofficial Transcripts may be faxed for \$6 per fax. **Official transcripts will not be faxed.**
7. **No Transcript will be issued by email.**