

Transcript Order Form

Print this form and mail, fax or bring it to the Office of the Registrar. Payment must be received by mail to finalize faxed requests. Transcripts will not be mailed until payment is received.



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

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 Pickup**
\$15 for each official and \$5 for each unofficial
- Federal Express Shipping**
\$30 for domestic / \$45 for international shipping (price includes one or two transcripts sent to the same address, \$6 for each additional transcript)

Optional: Hold this request until:

- Grades are posted for (Term) _____ (Year) _____.
- Degree is posted.

Number of copies requested:

Official transcripts _____

Unofficial transcripts _____

- Hold for pickup (Contact me by Phone or Email when ready)
- Send to current address
- Send to address(es) below

#1) _____

#2) _____



(*Handwritten signature required for processing)



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. Transcripts are **NOT ISSUED** until ALL OUTSTANDING ACCOUNTS WITH THE UNIVERSITY are paid.
3. Only **UNIVERSITY OF DENVER** transcripts are issued. Copies of other schools' transcripts are **NOT** included.
NOTE: Only hours of credit accepted by the University of Denver are listed from other colleges/universities.
4. Transcripts held for pickup in the Registrar's Office, or those with outstanding accounts with the University will be held no longer than 30 days.
5. Unofficial transcripts may be faxed for \$6 per fax. **Official transcripts will not be faxed.**
6. **No transcript will be issued by email.**