



Please print & mail, fax, or bring form with payment to:
University of Denver, Office of the Registrar, Attn: Transcripts,
2197 South University Boulevard, Denver, CO 80208

Official Transcript Order Form

Phone: 303-871-4095 Fax: 303-871-4300

Student Information DU ID: Today's Date:
Full Name: Date of Birth:
Name while Enrolled: Dates of Attendance:
Last Four Digits of Social Security Number: Degree Awarded:
Street Address:
City: State: Zip Code:
Email: Phone:

\*Your handwritten signature authorizes the University of Denver to release your transcript.

Requestor Signature:

Order Type (cash/check/money order ONLY) Make checks payable to University of Denver. Credit cards only accepted for online orders.

Official Electronic PDF Transcript - \$9 per PDF transcript
Electronic PDF is the fastest and most cost-effective way to send or receive an official transcript.
Qty: Students after 1988: Often processed within 30 minutes, but may take up to a few hours during high-volume periods.
Students prior to 1988: Emailed within 3 business days.

Recipient's Email Address:

Official Paper Transcript + Standard Processing (USPS Mail) - \$11 each
Unofficial Paper Transcript + Standard Processing (USPS Mail) - \$2 each
Qty: Students after 1988: Processed within 1-2 business days.
Students prior to 1988: Processed within 3 business days.

Official Paper Transcript + FedEx Express U.S. Service - \$11 each + \$23 FedEx fee per order
Or, + FedEx Express International Service - \$11 each + \$46 FedEx fee per order
Qty: FedEx does not deliver to P.O. Boxes. The fee covers sending up to 5 transcripts to a single address per order.
Students after 1988: Processed the same day if ordered before 2 p.m. Mountain Time.
Students prior to 1988: Processed within 3 business days.
Phone Number for FedEx Recipient:

Official Paper Transcript + Same-Day Pickup - \$20 each
Unofficial Paper Transcript + Same-Day Pickup - \$5 each
Qty: Students after 1988: Processed by 4 p.m. Mountain Time. Requests submitted after 4 p.m. are processed the next business day.
Students prior to 1988: may take a full business day or more to process.

DU High School Transcript + Standard Processing (USPS Mail) - no charge
Qty: Processed within 1-2 business days.

Delivery Address Same as above

Delivery address input lines

Optional: Hold this request until:
Grades are posted for (Term) (Year)
Degree is posted

Office Use Only Check: # \$ Cash: \$ Initials Date: