



OFFICIAL PAPER TRANSCRIPT REQUEST FORM

Please enter all information on this fillable form, sign, enclose a check or money order payable to 'Trustees of the University of Pennsylvania', and mail to the Registrar's address at the top of this form. No cash please. If you need to pay by credit card, please use online ordering through Penn InTouch.

- All transcripts are official and will include graded coursework as well as coursework in progress.
Each career is printed in its entirety, no terms or coursework can be excluded from the record.
All holds (financial, academic, disciplinary, etc.) must be cleared before a transcript can be released.

STUDENT INFORMATION

Form section for Student Information containing fields for Penn ID Number, Month/Date of Birth, Last 4 of Social Security Number, Penn School(s) Attended, Are you currently enrolled?, Former Name, Email Address, Daytime Phone, Address, City, State, Zip, Country, and Signed Consent to Release Transcript.

RECIPIENT 1 ORDER

Form section for Recipient 1 Order containing fields for Careers to include, Processing Option, Shipping Option, Recipient Name, Mailing Address, and City, State, Zip, Country.

FEES

Form section for Fees containing Processing Options (Standard, Same Day) and Shipping Options (First Class Mail, International Airmail, Domestic Express, International Express) with associated costs.

ORDER SUMMARY

Form section for Order Summary containing Total transcript options selected for this order, calculations for A, B, C, D, Total Fees Enclosed, and instructions to send check or money order to Trustees of the University of Pennsylvania.

OFFICE USE ONLY

Date Received: _____ Date Printed: _____ Date Mailed: _____ Processed By: _____



OFFICIAL PAPER TRANSCRIPT REQUEST FORM

(Continued from page one)

Please use this page to add additional transcript orders being sent to other recipients at a different address. Be sure to include all processing fees per transcript/per career and shipping costs for each recipient in the order summary on page one. If only one recipient for transcript order, this page does not need to be included.

Student Full Name: _____

ADDITIONAL ORDER DETAILS

Recipient 2 Name, Mailing Address, City, State, Zip, Country, Careers to include: Undergraduate, Graduate, Post Bacc, # of transcripts, Processing Option: Standard, Same Day, Shipping Option: First Class Mail, International Airmail, Domestic Express, International Express

Recipient 3 Name, Mailing Address, City, State, Zip, Country, Careers to include: Undergraduate, Graduate, Post Bacc, # of transcripts, Processing Option: Standard, Same Day, Shipping Option: First Class Mail, International Airmail, Domestic Express, International Express

Recipient 3 Name, Mailing Address, City, State, Zip, Country, Careers to include: Undergraduate, Graduate, Post Bacc, # of transcripts, Processing Option: Standard, Same Day, Shipping Option: First Class Mail, International Airmail, Domestic Express, International Express

OFFICE USE ONLY

Date Received: _____ Date Printed: _____ Date Mailed: _____ Processed By: _____