



## OFFICIAL PAPER TRANSCRIPT REQUEST FORM

Please complete and sign the form, include credit card information, or enclose a check or money order payable to  
**'Trustees of the University of Pennsylvania'**,  
and submit to the Registrar's Office address at the top of this form. No cash please.

- Transcripts are official and will include all graded coursework as well as coursework in progress at all program levels.
- You cannot receive a transcript if you have a financial, academic, judicial, or disciplinary hold.

### STUDENT INFORMATION

<b>Penn ID Number</b> _____ <b>or</b> <b>Last 4 of Social Security Number</b> _____ _____ XXX - XX - _____	<b>Penn School(s) Attended:</b> (ie. Wharton, College, Vet, etc.) _____
<b>Last Name</b> _____ <b>First Name</b> _____ <b>Middle Name</b> _____	<b>Are you currently enrolled?</b> Yes ____ No ____
<b>Former Name (if any)</b> _____	<b>If no longer enrolled, please include:</b> Year of Graduation/ Separation _____ Degree(s) received (if any) _____
<b>Email Address</b> _____ <b>Daytime Phone</b> _____	<b>Currently enrolled students, please specify:</b> ____ Hold for Current Term Grades* ____ Hold for Graduation Notice* Specify Degree _____ ____ Do Not Hold/Send Immediately
<b>Address</b> _____	*Please be advised that requests to hold for grades or graduation may cause delays in processing time.
<b>City</b> _____ <b>State</b> _____ <b>Zip</b> _____ <b>Country</b> _____	<b>Signed Consent to Release Transcript:</b> I, _____, authorize the release of my official transcript to the recipient(s) indicated below. <small>Student Signature</small>

### ORDER DETAILS

<b>Recipient 1 Name</b> (use page two for additional recipients at a different address) _____ <b>Mailing Address</b> _____ <b>City</b> _____ <b>State</b> _____ <b>Zip</b> _____ <b>Country</b> _____	<b>Number of transcripts with this order:</b> ____ <b>Processing:</b> ____ Same Day ____ Standard <b>Delivery:</b> ____ Hold for Pickup ____ First Class Domestic Mail ____ International Airmail ____ Domestic Express ____ International Express
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### ORDER SUMMARY

### PROCESSING & FEES

<b>Total order from page 1 and page 2:</b> A. Number of transcripts for Standard Processing ____ x \$10 = ____ B. Number of transcripts for Same Day Processing ____ x \$15 = ____ C. Number of recipients to ship Domestic Express ____ x \$27 = ____ D. Number of recipients to ship International Express ____ x \$60 = ____ <b>Total Fees (A + B + C + D):</b> _____ Please include credit card information or enclose check/money order in USD payable to: <b>'Trustees of the University of Pennsylvania'</b>	<b>Processing Fee (Per Transcript):</b> Standard (1-3 business days) \$10.00 each Same Day ( <b>For orders received by 3:00pm</b> ) \$15.00 each <b>Delivery Fee (Per Recipient):</b> In-person Pickup (Between 9am and 5pm) FREE First Class Mail (5-15 business days) FREE International Airmail (4-6 weeks) FREE Domestic Express (1-3 business days) \$27.00 International Express (5-10 business days) \$60.00
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Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_ Page 1 of 2

Be sure to include all processing fees per transcript and delivery costs for each recipient in the order summary on page one.

### ADDITIONAL ORDERS

<p><b>Recipient 2 Name</b></p> <p>_____</p> <p><b>Mailing Address</b></p> <p>_____</p> <p><b>City</b>                      <b>State</b>    <b>Zip</b>                      <b>Country</b></p> <p>_____</p>	<p><b>Number of transcripts with this order:</b> ____</p> <p><b>Processing:</b>      ____ Same Day      ____ Standard</p> <p><b>Delivery:</b>      ____ Hold for Pickup                                 ____ First Class Domestic Mail                                 ____ International Airmail                                 ____ Domestic Express                                 ____ International Express</p>
<p><b>Recipient 3 Name</b></p> <p>_____</p> <p><b>Mailing Address</b></p> <p>_____</p> <p><b>City</b>                      <b>State</b>    <b>Zip</b>                      <b>Country</b></p> <p>_____</p>	<p><b>Number of transcripts with this order:</b> ____</p> <p><b>Processing:</b>      ____ Same Day      ____ Standard</p> <p><b>Delivery:</b>      ____ Hold for Pickup                                 ____ First Class Domestic Mail                                 ____ International Airmail                                 ____ Domestic Express                                 ____ International Express</p>
<p><b>Recipient 4 Name</b></p> <p>_____</p> <p><b>Mailing Address</b></p> <p>_____</p> <p><b>City</b>                      <b>State</b>    <b>Zip</b>                      <b>Country</b></p> <p>_____</p>	<p><b>Number of transcripts with this order:</b> ____</p> <p><b>Processing:</b>      ____ Same Day      ____ Standard</p> <p><b>Delivery:</b>      ____ Hold for Pickup                                 ____ First Class Domestic Mail                                 ____ International Airmail                                 ____ Domestic Express                                 ____ International Express</p>

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Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_ Page 2 of 2