



Official Transcript Request Form (Mailed Submission)

Please enter all information on this fillable form, sign, enclose a check or money order in USD payable to **'Trustees of the University of Pennsylvania'**, and mail to the Office of the University Registrar's address listed at the **bottom** of this form. If you need to pay by credit card, please use online ordering through the National Student Clearinghouse (NSC).

- All transcripts are official and will include graded coursework as well as coursework in progress.
- Each transcript request will include all available transcripts in its entirety, no term or coursework will be excluded or separated.
- Disciplinary holds must be cleared before a transcript can be released.

1. Provide Your Personal Data: Please provide all applicable information.

- Penn ID Number (8 digits) _____ Last 4 digits of Social Security Number (XXX-XX-) _____
- Month/Date of Birth (Ex. 3/14) _____
- First Name _____ Middle Name _____
Last Name _____
- Former Name(s)/Name(s) During Time of Attendance _____
- Email Address _____ Daytime Phone _____
- Address _____
- Penn School(s) Attended (i.e. Wharton, College, Vet) _____
- Years of Attendance/Date of Separation _____

2. Provide Your Consent: Sign your consent in ink or electronically via Adobe.

- I, _____, authorize the release of my official transcript(s) to the recipient(s) indicated on this transcript request.
Date: _____

3. Select Number of Transcripts: All careers and levels are included in an order.

- Total number of transcripts requested - Number of transcripts _____ x \$10 = \$ _____

4. Select Delivery Fee(s): Delivery times vary per shipping type.

- Standard USPS First Class Mail Number of transcripts: _____
The estimated delivery time is 5-10 business days. There is no fee associated with this service, and tracking is not available.
- International Airmail Number of transcripts: _____ x \$5 = \$ _____
The estimated delivery time is 4-6 weeks, and tracking is not available.
- Domestic Mail Express Number of transcripts: _____ x \$27 = \$ _____
The estimated delivery time is 1-3 business days, tracking is not available.
- Canada/Mexico Mail Express Number of transcripts: _____ x \$47 = \$ _____
The estimated delivery time is up to 5 business days, with online tracking available.
- International Mail Express Number of transcripts: _____ x \$60 = \$ _____
The estimated delivery time is up to 5 business days, with online tracking available.



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4. Enter Total Cost of Transcripts & Delivery Fees: Combine section 2 & 3 totals.

- Total cost of transcripts \$ _____ + total cost of delivery fees \$ _____ = \$ _____
Example. \$10 (1 transcript) + \$27 (Domestic Mail Express delivery fee) = \$37

5. Complete Check or Money Order: Ensure information is accurate.

- Made payable to the order of: **Trustees of the University of Pennsylvania**
- Ensure that the check or money order is signed, dated, and contains the full written payment amount.

6. Provide Recipient Mailing Information: One recipient per order form.

- Recipient Name: _____
- Recipient Email Address: _____
- Recipient Phone Number: _____
- Recipient Mailing Address: _____
- _____
- _____
- _____

Please be aware of the following:

1. Processing time is 1-3 business days upon receipt of this order form and correct payment.
2. The Office of the University Registrar (OUR) is **not** responsible for lost or stolen mail.

For Internal Office of the University Registrar (OUR) Use Only

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

Number of Transcripts Mailed: _____ Order Number: _____