



Official Transcript Request Form (Mailed Submission)

Please download this form, enter all information, 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: _____