



Transcript Request

Office Use Only	
Date Received:	_____
Date Processed:	_____
Processed by:	_____

University of Pennsylvania
Office of the University Registrar
 150 Franklin Building, 3451 Walnut Street
 Philadelphia, PA 19104-6270
 215-898-6636

PENN-ID NUMBER

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or Last 4 of SOCIAL SECURITY NUMBER

X	X	X	-	X	X	-				
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STUDENT NAME:

LAST	FIRST	MIDDLE
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FORMER NAME (IF ANY)

EMAIL ADDRESS	DAYTIME PHONE
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ADDRESS:
STREET

CITY	STATE	ZIP
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SCHOOL(S) ATTENDED AT THE UNIVERSITY OF PENNSYLVANIA
 (Example: College, Wharton, Grad Ed, Vet, etc)

ARE YOU CURRENTLY ENROLLED? [Y/N] _____
IF YOU ARE NO LONGER ENROLLED, PLEASE INCLUDE:

- Year of Graduation/Separation _____
- Degree Received (if any) _____

I, _____
Signature
 authorize release of my transcript, as indicated.

INSTRUCTIONS

- Fill-out all information on both pages, sign the form, enclose a check (payable to the 'Trustees of the University of Pennsylvania'), and mail to the Registrar's address at the top of this form. If you need to pay by credit card please use the online request process.
- All transcripts are official and will include graded coursework as well as coursework in progress.
- You cannot receive a transcript if you are on Financial, Academic, Judicial, or disciplinary hold.

CURRENTLY ENROLLED STUDENTS:

You may want to specify one or more of the following conditions to insure that your transcript is complete prior to being release. Please be advised that these conditions may cause delays in processing and mailing.

- Hold for Current Term Grades
- Hold for Graduation Notice Specify Degrees(s) _____
- No Hold/Send Immediately

FEES

- TRANSCRIPTS PROCESSING (per career/transcript):**
- Standard Processing (3-5 business days then mailed)\$10.00
 - Same Day Processing\$15.00
- SHIPPING OPTIONS (per destination):**
- First Class Mail (up to 15 business days + processing time)...FREE
 - Intl' Airmail (Indeterminate time of arrival + processing time)...FREE
 - Express Mail (1-3 business days + processing) \$20.00
 - International Express Mail (15 business days + processing).. \$50.00

ORDER SUMMARY

Number of Transcripts ordered: _____

Total Amount Enclosed (See second page)

Destination #1 +Destination #2 + Destination #3 \$_____

- Remember:**
- 1) Complete and enclose both pages of this form.
 - 2) Please write clearly.
 - 3) Send Check payable in US dollars to the 'Trustees of the University of Pennsylvania'. Please do not send cash. If you need to pay by credit card please use the online request process.



Transcript Request

ORDER DETAILS

Student Name:	Penn-ID Number OR Last 4 of Social Security
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DESTINATION #1

Number of Transcripts: _____

Processing Option per Career/Transcript: [] Standard @ \$10, [] Same Day @ \$15

Shipping Option: [] First Class @ No Charge, [] Express @ \$20, [] International Express @ \$50

Cost for Destination #1 = (_____ x \$ _____) + \$ _____ = \$ _____

of transcripts processing option shipping cost Cost for Destination #1

Career: [] Undergraduate
 [] Graduate
 [] Post Bacc

Name

Address

City, State, Zip or Country

DESTINATION #2

Number of Transcripts: _____

Processing Option per Career/Transcript: [] Standard @ \$10, [] Same Day @ \$15

Shipping Option: [] First Class @ No Charge, [] Express @ \$20, [] International Express @ \$50

Cost for Destination #2 = (_____ x \$ _____) + \$ _____ = \$ _____

of transcripts processing option shipping cost Cost for Destination #2

Career: [] Undergraduate
 [] Graduate
 [] Post Bacc

Name

Address

City, State, Zip or Country

DESTINATION #3

Number of Transcripts: _____

Processing Option per Career/Transcript: [] Standard @ \$10, [] Same Day @ \$15

Shipping Option: [] First Class @ No Charge, [] Express @ \$20, [] International Express @ \$50

Cost for Destination #3 = (_____ x \$ _____) + \$ _____ = \$ _____

of transcripts processing option shipping cost Cost for Destination #3

Career: [] Undergraduate
 [] Graduate
 [] Post Bacc

Name

Address

City, State, Zip or Country