Transcript Request
Office of the Registrar
University of Georgia
Holmes/Hunter Academic Bldg
Athens, GA 30602-6113

Please use a separate form for each recipient.

***ATTENTION***

Please note that the process has changed. Both current and former students can order official transcripts via our website at www.reg.uga.edu/transcripts. Our new method allows for payment with most major credit or debit cards; and, now payment must be made prior to processing any transcript request.

Name: ____________________________
  (Last) ____________________________ (First) ____________________________ (Middle) ____________________________

Name While Attending: ____________________________
  (Last) ____________________________ (First) ____________________________ (Middle) ____________________________
(if different than above)

Address: __________________________________________________________

________________________________________________________

Date of Birth: ____________________________ Dates Attended: ____________________________

Email: ____________________________ Phone: ____________________________

Please check all that apply:
○ I will take with me/pick up

○ Please mail to address below

How many copies do you need? _____

Please list the address as it should appear on the envelope:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Signature of Student ____________________________ Date ____________________________

Transcript cannot be sent or released without student’s signature.

Please note:
● Most recipients (especially academic institutions) do not consider a transcript as “official” if it has been issued to the student. Thus, even if you are taking the transcript to mail yourself, you should indicate above the actual recipient.
● Transcripts are generally processed within 5 business days. Please allow 6 to 13 days for delivery.
● All financial obligations with the University must be satisfied before a transcript can be released.
● The transcript fee is $8.00 per copy. Please include a money order. Our office no longer accepts cash or check for payment.
● Our office cannot accept mailed transcript requests that include attachments (i.e., AMCAS or LSAC forms). Any requests that include attachments must be submitted online.