

Transcript Request

Please fill out form, sign, and mail or FAX to:

Office of the Registrar
University of Georgia
Holmes/Hunter Academic Bldg
Athens, GA 30602-6113
FAX: 706.583.8162

Please use a separate form for each address.

Name: _____ Student ID# _____
Last First Middle

Other Name(s) Attended Under if Different than Above: _____

Date of Birth: _____ email address: _____ Phone #: _____

Current Address: _____

Are you currently enrolled at UGA? Yes No If not, when did you last attend UGA? _____

Please check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Issue Now | <input type="checkbox"/> Please include attachments with this transcript |
| <input type="checkbox"/> Hold for this semester's grades | <input type="checkbox"/> Please mail to address below |
| <input type="checkbox"/> Hold for posting of degree | <input type="checkbox"/> I will take with me/pick up |
| <input type="checkbox"/> This transcript is for another UGA office. List name of office: _____ | |

Please issue _____ copy/copies to (use a complete address):

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 who the actual recipient is.
- Transcripts will normally be processed within one business day.
- There is a transcript fee of \$2.00 per copy.
- All financial obligations with the University must be satisfied before a transcript can be released.

Office Use Only:
Control Number: _____
Amount Paid: \$ _____ <input type="checkbox"/> Cash; <input type="checkbox"/> Check
By: _____
Comments: _____