TRANSCRIPT REQUEST FORM

PLEASE PRINT CAREFULLY IN ALL AREAS

Official Transcript (include check or money order payable to Indiana University; cash accepted in person)

☐ Paper copy, $15 each  ___ Quantity

☐ Email (PDF) copy, $10 each  ___ Quantity

PERSONAL INFORMATION:

Name: _________________________________________

Former Name: __________________________________

Street:  ________________________________________

City:  __________________________________________

State:  _____________________  Zip:  _____________

Daytime Phone:  (            )  ________________________

University ID #  __  __  __  __  __  __  __  __  __

Last 4 Digits of  SSN:  ___  ___  ___  ___

Birth Month/Day:  ___  ___  /  ___  ___

Email address:  __________________________________

Last Year of Attendance:  _________________________

I hereby authorize Indiana University to release my academic transcript to the individual, school, employer or institution indicated on this form.

SIGNATURE:  ____________________________________

DATE:  _____________________________

CHECK APPROPRIATE BOXES:

☐ Take with me…

   I understand that a third party may not accept my transcript if it is not sent directly to the third party by Indiana University – Kokomo.

☐ Email (PDF) to:

   Name:  ________________________________

   Email address:  _________________________

☐ Mail to:

   _____________________________________

   _____________________________________

☐ Hold until Degree Awarded

   Expected Grad Date_______________________

☐ Hold for Current Semester’s Grades

   (Tuesday following final exam week)

Office of the Registrar  January 2016

Office USE ONLY

Bursar Encumbrance on Record (i.e. a "hold")?  YES ☐  NO ☐

If "yes," give/send request back to student with instructions on how to clear "hold." If "no," process request.

☐ Address verified and/or modified

☐ ID/SSN verified

☐ Quantity verified:  ___ # of copies at $15  ___ # of PDF charges at $10

☐ Fee payment verified by Bursar (in-person request)  _________ (initials, amt pd)  --OR--  given to Bursar (rec’d in mail)

☐ Request processed by Student Records:  __________________________

   (date, initials)