

Official Transcript Request

Revised Date: 1/1/23

Submission Instructions

Submit this completed form with non-credit card payment to:

The University of Arizona Global Campus - Online Administrative Center, 180 South Arizona Ave Suite #301 Chandler, AZ 85225

Student Information

First Name: _____ Last Name: _____ Student ID: _____

Name while attending (if different): _____ Dates of Attendance: _____ to _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Date of Birth: _____ Email: _____

Please allow up to 14 business days for your request to be received by the Office of the Registrar via USPS mail. Students who provide an email address will be notified within 2 business days of receipt of this transcript request.

OF COPIES: _____

There is a transcript fee of \$10 for official transcripts plus any applicable shipping charges. Payment must be made before transcript(s) will be released. Transcripts may be withheld if you have a hold on your account that prevents a transcript release. Normal processing time is 10-14 business days. Please allow a longer time for requests made at the beginning or end of a semester. For any additional questions regarding your transcript request, please contact our transcript department by email at transcript.request@UAGC.EDU

Special Instructions

Send Now

Hold for Final Grades

Hold for Degree Awarded

DELIVERY METHOD:

USPS Domestic (United States) additional \$2.50 per transcript

FedEx Domestic Overnight (United States) additional \$32 per transcript

PDF (provide email below) no additional shipping fee

USPS International additional \$5.40 per transcript

FedEx International additional \$58 per transcript

SEND TRANSCRIPT(S) TO:

Student at the above address

Third Party (please provide address information below)

Third Party Information

Name: _____ Institution: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Additional addresses attached

I authorize the Registrar's Office to release my transcripts to the indicated parties.

Signature: _____ Date: _____

Electronic signature not accepted

Payment Method \$10 per transcript + shipping charge per transcript = Total Payment Enclosed \$ _____

Check

Money Order

*Check or money order must be payable to *The University of Arizona Global Campus*