

# TRANSCRIPT ORDER FORM

OFFICE OF THE REGISTRAR, UNIVERSITY OF MICHIGAN



## When should your transcripts be prepared?

Process Now

Hold for Grades Term \_\_\_\_\_ Year \_\_\_\_\_

Hold for Degree Term \_\_\_\_\_ Year \_\_\_\_\_

## Student Information

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Former/Maiden Name (if applicable)

\_\_\_\_\_  
Student ID or SSN Date of Birth

\_\_\_\_\_  
School or College to Years Enrolled Degree Received

\_\_\_\_\_  
School or College to Years Enrolled Degree Received

\_\_\_\_\_  
Current Address Apt. #

\_\_\_\_\_  
Current Address (continued)

\_\_\_\_\_  
City State or Province Postal Code

\_\_\_\_\_  
Email Phone Country (if not US)

\_\_\_\_\_  
Date

**HANDWRITTEN SIGNATURE REQUIRED**

<b>Send Official Transcripts</b>	Number _____	My Address Above or	Number _____	My Address Above or
Name	_____		_____	
Address	_____		_____	
City	_____		_____	
State and Postal Code	_____		_____	

<b>Send Unofficial Transcripts</b>	Number _____	Attention _____
		UM Department _____
My Address Above	or	UM Room/Address _____
		UM Campus Zip _____

**Pickup Transcripts**

Number of Official Transcripts \_\_\_\_\_

Number of Unofficial Transcripts \_\_\_\_\_

Please return this form in person to Student Services, 1207 LSA Bldg., 500 S. State St. or B430 Pierpont Commons, or mail or fax the form to the address/fax below. Please attach a second page of addresses if necessary. Preparation of transcripts normally takes two business days. However processing time may vary, so be sure to order early.

**Orders without a handwritten signature will not be processed. Regularly processed transcripts are free of charge.**

Official transcripts may be sent to the student or a third party.

Unofficial transcripts may only be sent to the student or a University of Michigan department.

Transcript Department  
Office of the Registrar  
University of Michigan  
1210 LSA Bldg.  
500 S. State St.  
Ann Arbor, MI 48109-1382  
Phone: 734.763.9066  
Fax: 734.764.5556  
ro.umich.edu

1207 LSA Bldg  
B430 Pierpont Commons