

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 Years Enrolled to Degree Received

School or College Years Enrolled to Degree Received

Current Address Apt. #

Current Address (continued)

City State or Province Postal Code

Email Phone Country (if not US)

Date

Please return this form in person to Student Services, 2200 SAB or B430 Pierpont Commons, or mail/fax the form to the address/fax number 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

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

HANDWRITTEN SIGNATURE REQUIRED

Send Official Transcripts	Number _____	My Address Above or	Number _____	My Address Above or
Name	_____		_____	
Address	_____		_____	
City	_____		_____	
State and Postal Code	_____		_____	

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

Pickup Transcripts	Number of Official Transcripts _____	1207 LSA Bldg
	Number of Unofficial Transcripts _____	B430 Pierpont Commons