

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

to

School or College

Years Enrolled

Degree Received

to

School or College

Years Enrolled

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 2202 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 department.

Transcript Department
Office of the Registrar
University of Michigan
500 S. State St., LS&A Suite 5000
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

Number of Unofficial Transcripts

2200 SAB

2202 Pierpont Commons