

UNIVERSITY OF MINNESOTA, MORRIS  
**REQUEST FOR OFFICIAL TRANSCRIPT**

**DIRECTIONS** (*Only official transcripts are faxed or mailed.*)

- To ensure prompt processing, provide all information requested.
- SIGN** and mail your request with a check or money order payable to the University of MN, Morris or provide credit card information below.
- If faxing your request, you must pay by credit card.
- Requests are NOT held for future issuance.
- Transcripts are not sent if you have any financial obligations to the University and request will be returned via USPS.**
- Type or print clearly** (*form is interactive*)

• **Mail or fax request and payment to:**

Office of the Registrar  
 University of MN, Morris  
 212 Behmler Hall  
 600 E 4<sup>th</sup> St  
 Morris, MN 56267-2132  
 Fax: 320-589-6025

**Questions?** Phone: 320-589-6030 or email: ummregistrar@lists.umn.edu

U of M ID # (if known):      Social Security #:      Date of Birth (mm/dd/yy):

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**Current Name**

<i>First</i>	<i>Middle</i>	<i>Last</i>

**Name(s) used while attending (if different from current)**

<i>First</i>	<i>Middle</i>	<i>Last</i>

**Current Address**

<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

**Day Phone (w/area code)**

**Alternative Phone (w/area code):**

<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work

**E-Mail Address:**

**Alternative E-mail address:**

<input type="checkbox"/> Home <input type="checkbox"/> Work	<input type="checkbox"/> Home <input type="checkbox"/> Work

**SIGNATURE** (required to release transcript and to authorize credit card transactions)

**Date:**

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**Types of Services Offered:** (allow sufficient time for delivery by USPS; up to three weeks for international mail)

**Regular:** \$5.00 for each transcript. Mailed within 2-3 business days.

**Rush:** \$10.00 for each transcript. Mailed same day if received by 2 pm CST.

**Rush/Fax:** \$10.00 for each transcript. Faxed plus an official copy mailed same day if received by 2 pm CST.

**PAYMENT METHOD** (*prepayment is required*)

- Cash (*do not send cash through the mail*)     
  Check or Money Order     
  Charge to my Student Account (*currently enrolled students only*)

Charge to my (*do not send credit card information via e-mail*):

- Discover Card     
  VISA     
  MasterCard     
  American Express     
  Diner's Club

Credit Card Number

Expiration Date (mm/yy)

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**PLEASE ENTER YOUR TRANSCRIPT REQUESTS ON THE NEXT PAGE OF THIS FORM.**

**for office use only**

Holds: <input type="checkbox"/> No <input type="checkbox"/> Yes _____
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**FEE VALIDATION:**

Service	Quantity	Cost	Payment Method
Regular: \$5.00			<input type="checkbox"/> Cash <input type="checkbox"/> Check #: _____ <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card <input type="checkbox"/> Student Acct
Rush: \$10.00			
Rush/Fax: \$10.00			
<b>Totals</b>			Check issued by ( <i>if different from student</i> ): _____

Proc'd/mailed by: _____ Date: _____	Billed Student Account: _____ Date: _____
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## DELIVERY ADDRESSES AND ORDER DETAIL

Current name ( <i>last, first, mi</i> )	Former last name	U of M ID # (if known)
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**Type or print clearly.** In the boxes below: print the names and complete mailing addresses of where you want transcript(s) sent. You **must** include a fax number for any fax service requests. **Incomplete information will result in a delay in processing your transcript(s).**

**Indicate how many transcripts you would like sent next to the type of delivery service you're requesting.**

Recipient/Company:					<input type="checkbox"/> Regular Service (\$5.00 ea)  <input type="checkbox"/> Rush Service (\$10.00 ea)  <input type="checkbox"/> Fax/Rush Service (\$10.00 ea)  Fax #:
Address Line 1:					
Address Line 2:					
Address Line 3:					
City		State		ZipCode	
Special Instructions ( <i>if any</i> ):					

Recipient/Company:					<input type="checkbox"/> Regular Service (\$5.00 ea)  <input type="checkbox"/> Rush Service (\$10.00 ea)  <input type="checkbox"/> Fax/Rush Service (\$10.00 ea)  Fax #:
Address Line 1:					
Address Line 2:					
Address Line 3:					
City		State		ZipCode	
Special Instructions ( <i>if any</i> ):					

Recipient/Company:					<input type="checkbox"/> Regular Service (\$5.00 ea)  <input type="checkbox"/> Rush Service (\$10.00 ea)  <input type="checkbox"/> Fax/Rush Service (\$10.00 ea)  Fax #:
Address Line 1:					
Address Line 2:					
Address Line 3:					
City		State		ZipCode	
Special Instructions ( <i>if any</i> ):					

Recipient/Company:					<input type="checkbox"/> Regular Service (\$5.00 ea)  <input type="checkbox"/> Rush Service (\$10.00 ea)  <input type="checkbox"/> Fax/Rush Service (\$10.00 ea)  Fax #:
Address Line 1:					
Address Line 2:					
Address Line 3:					
City		State		ZipCode	
Special Instructions ( <i>if any</i> ):					