



Transcript Request Form

Transcript orders will be processed within 24 hours during normal business hours if there are no holds preventing processing. Transcripts cannot be faxed, and can only be sent electronically if the order is placed online through the National Student Clearinghouse (www.nslc.org).

Regular processing (24 hours):	\$6.00 per copy
On demand processing:	\$10.00 per copy
Optional expedited shipping:	\$30 Express United States plus cost of transcript(s)
	\$50 Express Canada/Mexico plus cost of transcript(s)
	\$75 Express International plus cost of transcript(s)

Student ID # or SSN# _____ Name: _____

Date of Birth: _____ Previous Name: _____
(if different from current name)

Daytime phone #: _____ Address: _____

Email address: _____

Institution(s) attended: University of Detroit Mercy Current Student
 University of Detroit Former Student – dates of attendance: _____ to _____
 Mercy College
 Other

Number of transcripts requested: _____ Separate sealed envelopes (If ordering more than one copy)

Process Order: Now **Delivery Option:** On Demand – In Person **\$10.00**
 After grades are posted **Expedited shipping** – see fees above
 After degree is posted Mail to address below
 Degree will be completed _____ month/year

Student Issued transcript(s):

All transcripts released to the student will be stamped "Issued to Student". Check with your receiver to ensure they will be considered official before sending.

Official transcript(s): _____
(mailed to a 3rd party) Company Name - Required

Attn: _____

_____ Address Line 1

_____ Address Line 2

_____ City, State Zip

X _____ **Date:** _____

Student signature authorizing release of transcript(s)

If submitting order my mail or fax, please provide the following payment information:

Total Charge: _____ Check Cash Credit

Credit Card #: _____

Exp Date: ____/____/____ Security Code: _____

Order reviewed by: _____

Order Processed by: _____ Date processed: ____/____/____

Total Charge: _____ **Paid:** _____

Student Accounting: _____ Hold: _____
 Clearance Authorized by: _____