

UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • PO Box 141629 • Anchorage, AK 99514-1629 • Phone (907) 786-1480

For Official Use Only

Transcript Request—24-Hour Process

Processed Within 24 hours (one business day) of Receipt

Mail or bring in this form with credit card information, check, or money order. Missing or incorrect credit card numbers will not be processed or verified via telephone. **Transcripts are not issued for individuals with outstanding debt to the University.**

| | | | |
|-----------------------------|---------|------------|---------------------|
| Full Legal Name (Last) | (First) | (Middle) | UA Student ID |
| Previous Name/s (Last) | (First) | (Middle) | |
| Address (Street/PO Box/Apt) | (City) | (State) | (Zip) |
| () | | | Social Security # |
| Daytime Phone | E-Mail | Birth Date | Dates of Attendance |

It is the student's responsibility to view the unofficial transcript through UAOnline <http://uaonline.alaska.edu> for accuracy—PRIOR TO ORDERING

A 24-Hour Process cannot be submitted which requires extra processing, such as:

- financial hold removal
- grades posted
- degrees posted
- NASDTEC/NCATE/Institutional Recommendation posted
- transcript(s) from University of Alaska Fairbanks or extended campuses (contact UAF directly)
- transcript(s) from University of Alaska Southeast or extended campuses (contact UAS directly)
- transcript(s) from Prince William Sound Community College (contact PWSCC directly)
- transcript which requires microfiche research (it may require additional processing time)

WILL PICK UP Quantity: _____

Physical Address: UAA in the university center mall, 3901 Old Seward Hwy. Anchorage AK.

AND/OR MAIL TO: (You must fill out a separate form for each destination)

| | | | | |
|-------------|---------------------|--------|---------|-------|
| Name/Office | Organization/Agency | | | |
| Address | (Street/PO Box/Apt) | (City) | (State) | (Zip) |

FEE PAYMENT INFORMATION

CASH \$ _____ VISA # _____
CHECK # _____ M/C # _____
Expiration Date (MM/YY) _____

PROCESS INSTRUCTIONS:

24 Hour - \$25 per copy *First class mail service*

Expedited Shipping - must attach prepaid addressed envelope/s for Priority and Express mail, **or** provide addressed FedEx label and payment information for fee-based on destination address.

Note: We no longer fax transcripts on student's behalf.

| | | | |
|--------------------------|-------------|--------------------|-------------------|
| X _____ | _____ | _____ | _____ |
| STUDENT SIGNATURE | DATE | # OF COPIES | TOTAL COST |

CHECKLIST ON NEXT PAGE (PLEASE READ CAREFULLY!)

Revised 08/07/2009

CHECKLIST

- Make sure your request is complete. Incomplete requests will be returned unprocessed.
- If you need transcripts sent to more than one recipient, you must fill out a form for each one.
- Include the appropriate fees with your request. Please make checks payable to UAA.
- Enrollment Management takes responsibility for handling transcript requests in a prompt and efficient manner. However, we are not responsible for mishandling by the U.S. Postal Service or the receiving school or agency. Replacement copies cannot be issued without the normal transcript fee.
- To maintain confidentiality, the university does not publish social security numbers on written reports, forms, electronic displays, or other communication unless required and/or permitted by law (Family Education Rights and Privacy Act of 1974). **Social security numbers will be printed on official transcripts.**

If you have any further questions, please feel free to contact Enrollment Management at (907) 786-1480 or e-mail aytrans@uaa.alaska.edu