

# 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

We will no longer accept requests by fax. 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

### CLASSIFICATIONS AND SPECIAL INSTRUCTIONS:

Hold for Degree (could cause delay in processing; allow 6-8 weeks after date of graduation)

Hold for current semester grades

NASDTEC/NCATE/Institutional Recommendation (College of ED only) Hold for Degree also?      yes      no

Include UAA Non-credit and/or CEU

Request transcript(s) from University of Alaska Fairbanks or extended campuses: Dates of attendance: \_\_\_\_\_  
(See next page for listings of Extended Campuses)

Request transcript(s) from University of Alaska Southeast or extended campuses: Dates of attendance: \_\_\_\_\_  
(See next page for listings of Extended Campuses)

Request transcript(s) from Prince William Sound Community College:      Dates of attendance: \_\_\_\_\_

**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:

Standard - \$7 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 08/06/2009

## 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.**
- As a service to students, requests for transcripts from PWSCC, UAF and UAS will be forwarded to that campus via e-mail. However, we cannot guarantee a specific processing time once the request has been forwarded. If you need rush processing or if you have questions or problems concerning your request, please contact the appropriate university directly.

### EXTENDED CAMPUSES INCLUDE:

University of Alaska Anchorage  
(907) 786-1480

- Anchorage Community College
- Kodiak Community College
- Kenai Peninsula Community College
- Matanuska-Susitna Community College
- Adak Extension Center
- Shemya Extension Center
- Adult Learning Center

University of Alaska Southeast  
(907) 796-6268

- Juneau/Douglas Community College
- Islands Community College
- Sitka Community College
- Ketchikan Community College

University of Alaska Fairbanks  
(907) 474-6240

- Tanana Valley Community College
- Rural Education
- Chukchi Community College
- Kuskokwim Community College
- Northwest Community College
- Correspondence Study

Prince William Sound Community College  
(907) 834-1632