

# UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • ESC • 3211 Providence Drive Anchorage, AK 99508 • 907-786-1480

## Transcript Request –Adult Learning Center (ALC)

Full Legal Name

UA Student ID (if known)

Previous Name(s)

Address

City

State

Zip

Daytime phone

Email address

Date of birth

Dates of attendance

Student signature

Date

**Please sign using an ink pen. Forms without a handwritten signature cannot be processed.**

### Important Information

- UAA is prohibited from accepting credit card information. **Do not submit this form with credit card information. It will be shredded upon receipt.**
- Transcripts are not issued to individuals with outstanding financial obligations to the University of Alaska.

### Cost

- \$7 per ALC transcript

### Order Information

I am requesting a total of \_\_\_\_\_ ALC transcript(s).

**Pick up** at Enrollment Services Center. Quantity: \_\_\_\_\_

**Email** to address. Quantity: \_\_\_\_\_ Recipient email address: \_\_\_\_\_  
(ALC transcript will be sent encrypted and can be downloaded after authenticating the email address.)

**Mail** to address below. Quantity: \_\_\_\_\_ (If you need an ALC transcript mailed to more than one address, provide addresses on a separate sheet of paper and attach to this request.)

Recipient: \_\_\_\_\_ Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

### Payment Submission Information

**Mail** – Please make checks/money orders payable to the University of Alaska Anchorage.

**Email/Phone** – Please submit completed form to [uaa.records@alaska.edu](mailto:uaa.records@alaska.edu). A link to pay electronically will be sent to the email address indicated on this form.

**In Person** – Please submit completed form and cash/check payment to the Office of the Bursar. Visit [www.uaa.alaska.edu/bursar](http://www.uaa.alaska.edu/bursar) for the location, hours and contact information. Forms will be sent to the Office of the Registrar at [uaa.records@alaska.edu](mailto:uaa.records@alaska.edu) to complete the transcript request.

Rev 9/20/2024