

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 _____ Social Security Number _____

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 _____ ALC transcript(s).
Total quantity

Pick up at Enrollment Services Center. Quantity: _____

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. 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, located in Eugene Short Hall, Suite 102. Visit www.uaa.alaska.edu/bursar for hours and contact information. Forms will be sent to the Office of the Registrar at uaa.records@alaska.edu to complete the transcript request.