

UNIVERSITY of ALASKA ANCHORAGE

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

Official Paper Transcript Request

Full legal name: _____

Previous name(s): _____

UA Student ID or Last Four of SSN: _____ DOB: _____ Dates of attendance: _____

Phone number: _____ Email address: _____

Mailing address: _____

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.**
- It is your responsibility to view your unofficial transcript in UAOnline prior to ordering to verify that all grades, degrees and/or certifications are posted.
- Transcripts are not issued to individuals with outstanding financial obligations to the University of Alaska.
- University of Alaska Students do **not** need to send official transcripts to other campuses in the UA system.
- **Electronic transcripts can only be ordered in UAOnline. This form is for a paper transcript only.**
- **Only transcripts ordered in UAOnline will include coursework from all UA campuses.**

Cost

- \$15 per transcript

Order Information

I am requesting _____ official transcript(s).
Total quantity

Pick up at Enrollment Services Center. Quantity: _____

Mail to address below. Quantity: _____ (If you need transcripts mailed to more than one address, provide the 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.

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). **The last 4-digits of social security numbers will be printed on official transcripts.** The Office of the Registrar 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. **UAA transcripts include work done at:** Anchorage Community College, Kodiak Community College, Kenai Peninsula Community College, Matanuska-Susitna Community College, Adak Extension Center, and Shemya Extension Center.