

# UNIVERSITY of ALASKA ANCHORAGE

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

## Official Transcript Request

Full legal name: \_\_\_\_\_

Previous name(s): \_\_\_\_\_

UA Student ID or 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.
- **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 University 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 Information

Check – Please make payable to the University of Alaska Anchorage.

Credit card – **May only be used if submitting in person at the University Center.**

**Please email [uaa.records@alaska.edu](mailto:uaa.records@alaska.edu) with questions.**

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.