

University of Idaho

Office of the Registrar
Transcript Department
PO Box 444260
Moscow, ID 83844-4260
(208) 885-2026 or (208) 885-2025

TRANSCRIPT REQUEST FORM

STUDENT'S
NAME
AND
ADDRESS

Send Transcripts: MAIL NOW Hold for PICKUP on _____

Mail after my **GRADES** are posted for : Fall Spring Summer**

**list Summer class(es) _____

Mail after my _____ **DEGREE** is posted

Mail after my **ISI / CORRESPONDENCE** course is posted:

course number/title _____

OFFICIAL UNOFFICIAL NUMBER OF TRANSCRIPT(S): _____

MAIL TO: _____

FAX* to: _____ (include mailing address)

(FAX NUMBER)

OFFICIAL UNOFFICIAL NUMBER OF TRANSCRIPT(S): _____

MAIL TO: _____

FAX* to: _____ (include mailing address)

(FAX NUMBER)

OFFICIAL UNOFFICIAL NUMBER OF TRANSCRIPT(S): _____

MAIL TO: _____

FAX* to: _____ (include mailing address)

(FAX NUMBER)

Note: Transcripts will be released only when all financial obligations to the University are met.

Date _____

ID# _____

Birth date _____

Phone # _____

Yrs attended from _____ to _____

or Currently Registered

Other names _____

Due to the Family Educational Rights and Privacy Act of 1974, student signature is required for release of transcripts.

STUDENT SIGNATURE:

PERSONAL SIGNATURE REQUIRED

FEES

STANDARD TRANSCRIPT FEES

\$7 per OFFICIAL transcript

\$5 per UNOFFICIAL transcript

(price includes 1st class mailing)

OPTIONAL SPECIAL HANDLING FEES

(IN ADDITION TO TRANSCRIPT FEES)

IMMEDIATE Service -- \$12

FedEx -- \$25 (US addr; no PO Boxes)

Express Mail -- \$25 (US addresses)

Priority Mail -- \$10 (US addresses)

Fax Request* -- \$6 per transcript

*Faxed transcripts are NOT official.

Requests for official transcripts are

followed-up with a hard copy to the

same address as the recipient/fax

number.

FOR PAYMENT OF THIS REQUEST:

My personal check is enclosed

Charge my credit card:

Visa

Master Card

Discover

Card # _____

Exp. Date _____

MAIL OR FAX THIS REQUEST TO:

UNIVERSITY OF IDAHO

OFFICE OF THE REGISTRAR

ATTN: TRANSCRIPTS

PO Box 444260

MOSCOW, ID 83844-4260

FAX: (208) 885-9061