

Excess Transcripts Charge

Office of the Registrar - Transcripts, 003 Wilder Tower, University of Memphis, TN 38152-3520 Fax: (901) 678-3249

You may request as many as 20 transcripts without a charge. If you request more than 20 transcripts, you will be charged \$5.00 for each copy over 20. Your additional transcripts will not be produced until you have paid the fee at the Bursar's Office, 115 Wilder, at the Cashier Window. Take this form to the cashier window, have it completed, and then return to the Registrar's Office with this form to complete your request.

Student Information (shaded areas completed by requester)

U-Number: U_____			
Name:	Last: _____	First: _____	Middle: _____
Contact Info:	Street Address: _____		
	City / State / Zip: _____		
	E-mail: _____	Ph: _____	
# of Transcripts Over 20: _____			
Total Charge (\$5 per transcript): \$_____			
Requester Signature: _____		Date: _____	

Registrar's Office Use Only

# of Transcripts Over 20: _____	
Total Charge (\$5 per transcript): \$_____	
Initials: _____	Date: _____

Bursar's Office Use Only

Detail Code: <u>MOD3</u>	
Receipt #: _____	
Payment Rec'd - Cashier Signature/Date: _____ / _____	
Reason Credit Card Denied: _____	
Customer Contacted: Yes _____	No _____ Date: _____