

Off-Campus Request for Official Transcript

Office of the Registrar - Transcripts, 003 Wilder Tower, University of Memphis, Memphis, TN 38152-3520

*** Allow up to 5 business days for processing any transcript request. ***

Use this form only when mailing your transcript request. We do not accept FAXed requests or scanned requests attached to an email.

Name: Last: _____ First: _____ Middle: _____

Contact Info: Street Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Ph: (____) ____ - _____

U-Number: _____ **OR** **Last 4 Digits of SSN:** _____

Birth Date: MM: ____ DD: ____ YY: ____

Former Names: _____

Years Attended University of Memphis: First Yr: _____ Last Yr: _____

Check if Appropriate:

Mail transcript now.

I will pick up at your office.

Hold transcript for the current term's grades. (Info format, ex: Full/Spring/20YY.)

Part of Term: _____ / **Term:** _____ / **Year:** _____

Hold transcript for degree. (Info format, ex: BA/Spring/20YY.)

Degree: _____ / **Term:** _____ / **Year:** _____

Hold transcript for pending grade change. (Info format, ex: ENGL4501/Spring/20YY.)

CourseID: _____ / **Term:** _____ / **Year:** _____

I attended Law School at UofM.

I have taken Continuing Education (CEU) courses and want them included.

I have attached Enclosures that should accompany the transcript.

Release Academic Record & Other Pertinent Information to (Name/Address):	[#Copies]:
_____	[____]

_____	[____]

(Attach additional addresses if necessary.)	

Signature: _____ **Date:** _____