

⇒ Step 1: Identify Yourself

First name:

Social Security No:

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Last name:

Or
AU ID:

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Your name when you attended AU, if different:

Date of Birth:

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List ALL degrees received at AU (include those in progress):

The last year you attended AU:

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REQUIRED

⇒ Step 2: Provide Important Information

How many transcripts are you requesting? Official \$15 per copy Unofficial \$5 per copy

When should the transcript(s) be sent? Issued now Held for current term grades

How would you like the transcript(s) delivered? Mail (must provide address below) Fax (unofficial Only) Pick up in Anderson Central

What is the purpose of the transcript(s)? Employment Graduate school Transferring to: _____
 Scholarship Summer school Oth-

⇒ Step 3: Provide Delivery Information

Name:
 Address:

 City, State, Zip:

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⇒ Step 4: Provide Your Name and Address

Name:
 Address:

 City, State, Zip:

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 Telephone:

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⇒ Step 5: Provide Payment Information Check Cash Credit/Debit Card
 Card Number _____
 Exp _____ V-code(on back) _____

⇒ Final Step: Authorize Request

Pursuant to provisions of the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-380), I grant permission for the release of my academic record as indicated on this form.

Signature: _____ Date: _____

Note: Transcripts of the student's record will not be furnished until all financial obligations to the University have been satisfied.