TRANSCRIPT REQUEST FORM

****PLEASE PRINT CLEARLY****

[For faster service, click here to order transcripts ONLINE!]

STUDENT INFORMATION

_____ _____ _____
Last Name First Name Middle Initial

_____
Name under which you attended, if different

UM ID # or SOCIAL SECURITY # **DATE OF BIRTH**

____ ____ ____/____ ____ /____ ____ ____ ____ ____ ____ /____ ____ /____ ____

Are you currently enrolled at UM? _____ YES _____ NO

If not enrolled, approximate date of UM Attendance/Graduation _____

Reason(s) for requesting transcript (Please check all that apply):

_____ Transferring to another institution _____ Employment/Internship
_____ Applying to Graduate School _____ Applying to a study abroad program
_____ Scholarship _____ Other (Please explain) _____

SIGNATURE & CONTACT INFORMATION

SIGNATURE _____ _____ _____
STUDENT'S PHONE NUMBER **DATE**

***STUDENT'S EMAIL ADDRESS:** _____

*(***Confirmations are provided electronically.** You must provide an email address if you wish to receive confirmation that your transcript request has been processed. ***Please note that the email you provide will be the email noted on your student record at the University of Miami.**)*

PROCESSING INFORMATION

Number of copies to **MAIL** _____ **($6.00 per copy)** Number of copies to **PICK UP** _____ **($7.00 per copy)**

_____ Mail **NOW**

_____ Mail when **CURRENT SEMESTER GRADES** are posted (Note: With this option, transcripts may not be released up to one week after grades are posted on myUM.)

_____ Mail when my **DEGREE** is posted *(Note: With this option, transcripts may take up to several weeks or longer to be released as degree postings come to us directly from the schools and colleges and may take several weeks for clearance before arriving to our office.)*

ADDRESS TO RECEIVE TRANSCRIPT (Student is responsible for providing the correct address.)

_____
_____
_____

STUDENT'S ADDRESS

_____
_____

OFFICE OF THE REGISTRAR
121 Whitten University Center P.O. Box 248026 Coral Gables, FL 33124-6914
www.miami.edu/registrar **FAX: 305-284-6293**

Revised 01/12

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