

**TRANSCRIPT REQUEST**

**Request cannot be processed if a student has holds. No Charge except for overnight delivery.**

Please print clearly.

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
Last First MI

All Other Name(s) Previously Used \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 \_\_\_\_\_ Birthdate: \_\_\_\_\_

Last Date Attended: \_\_\_\_\_

PLEASE CHECK ONE OF THESE PROCESSING OPTIONS:

- Process Immediately
- Hold for Change of Grade (Course Name: \_\_\_\_\_ Course Ref #: \_\_\_\_\_)
- Hold for Current Semester Grades
- Hold for Degree Statement

PLEASE CHECK DESIRED DELIVERY OPTION:

- Fax an UNOFFICIAL Transcript – ATTN: \_\_\_\_\_ Fax # \_\_\_\_\_
- Pick-up at the Registrar's Office by Self (must have a photo ID).
- Pick up at the Registrar's Office by \_\_\_\_\_ (must have a photo ID).
- Send my official Colorado Mesa University Transcript(s) to:

( ) \_\_\_\_\_  
 Quantity Name  
 \_\_\_\_\_  
 P.O. Box or Street Number  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip

( ) \_\_\_\_\_  
 Quantity Name  
 \_\_\_\_\_  
 P.O. Box or Street Number  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip

\_\_\_\_\_ Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Total Number of Transcripts Ordered

--- FOR OFFICE USE ONLY ---

Received by: \_\_\_\_\_ Holds Checked: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSCRIPTS ARE FREE, overnight delivery is extra.**

- Process the overnight delivery fee of \$13.75 per each delivery address. (Additional fees required for international addresses)

Please use the following payment method:

- Check or money order enclosed in the amount of \$ \_\_\_\_\_
- Bill my credit card for a total of \$ \_\_\_\_\_

\_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code (on back of card)  
Card Number

\_\_\_\_\_ Signature of Cardholder  
Name of Cardholder as printed on card