Official Transcript Request Form

Instructions: Complete this form with all applicable information. **Fee payment and student signature** are both required at the time of ordering. If you have any type of hold on your records, your transcript will not be issued. Please note: transcripts cannot be ordered without a picture ID or written and signed authorization. **Only cash, check or money orders are accepted. Faxed requests are not accepted.**

Official Transcript Fees (per copy):
Pickup/US Mail: $5 FAX: $8 FEDEX Domestic: $25 FEDEX International: $50

Student Information: (*denotes required information for pick-up only requests. For Mail/Fax, all information is required)

*LAST NAME (please print):		*FIRST NAME (please print):	
*A#	Email Address:		
Street Address:			
City:	State:	Zip:	Phone #: ( ) - Ext:
Date of Birth: Month / Day / Year	Last year enrolled before 1980? ❑ Yes	Previous Last Name(s):	

Please check at least one:

❑ *Pick up. Number of copies: _____

❑ *Mail… *(indicate to whom and when below)*

❑ *Fax to: _____ Attention:_____

Special Instructions:

Addresses for Mailed Transcripts:

Please send (enter number) _____ official transcript(s) to the following address: _____ _____ _____ _____ ❑ mail now ❑ after final grades for current term ❑ after degree posts ❑ undergraduate ❑ graduate	Please send (enter number) _____ official transcript(s) to the following address: _____ _____ _____ _____ ❑ mail now ❑ after final grades for current term ❑ after degree posts ❑ undergraduate ❑ graduate
Please send (enter number) _____ official transcript(s) to the following address: _____ _____ _____ _____ ❑ mail now ❑ after final grades for current term ❑ after degree posts ❑ undergraduate ❑ graduate	Please send (enter number) _____ official transcript(s) to the following address: _____ _____ _____ _____ ❑ mail now ❑ after final grades for current term ❑ after degree posts ❑ undergraduate ❑ graduate

After Grades and/or degree has been posted, please call (435) 797-1786

***STUDENT SIGNATURE: (required)** _____ **DATE:** _____

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, your signature is required to authorize the release of your transcripts.

For Office Use Only: Pickup: _____ Mailed: _____ Faxed: _____ Payment received: $ _____
Payment received by (staff initials): _____ Date: _____ Payment Type: ❑ Cash ❑ Check

Ordering an Official Transcript Online (Lowest Cost Option)

Official transcripts can be ordered by logging into ACCESS using your A-Number (USER ID) and a password. Once logged onto ACCESS select **student** and then **student records** and then **order official transcripts**. You will then get step by step instructions at that point.

All major credit cards are now accepted for online transcript orders.
Credit cards are not accepted for transcript requests by mail or in person.

If you last attended Utah State University prior to 1980 or you do not have a present student account at USU you may order your transcript directly from the National Student Clearinghouse at http://studentclearinghouse.org/

If you need assistance logging into ACCESS, please call the USU Help Desk (435) 797-HELP (4357).

For more information about transcripts, please visit: usu.edu/registrar/transcripts

Cost Comparison for Transcript Orders:

Delivery Method	**Ordered On-line**	**Ordered In Person or by Mail**
Pickup at Registrar's Office	N/A	$5.00
By US Mail	$4.00	$5.00
FEDEX Domestic	$24.00	$25.00
FEDEX International	$47.00	$50.00
FAX (Note: cannot fax international)	$7.00	$8.00

You may request an electronic PDF of your transcript but this can only be done on-line. The cost is $4.50.