

# University of Idaho

Office of the Registrar  
Transcript Department  
PO Box 444260  
Moscow, ID 83844-4260  
(208) 885-2026 or (208) 885-2025

## TRANSCRIPT REQUEST FORM

STUDENT'S \_\_\_\_\_  
NAME \_\_\_\_\_  
AND \_\_\_\_\_  
ADDRESS \_\_\_\_\_

### SELECT ONE OPTION

- MAIL NOW**
- Hold for **PICKUP** on \_\_\_\_\_
- Mail after my **GRADES** are posted for :  Fall  Spring  Summer\*\*  
\*\*list Summer class(es) \_\_\_\_\_
- Mail after my \_\_\_\_\_ **DEGREE** is posted
- Mail after my **ISI / CORRESPONDENCE** course is posted:  
course number/title \_\_\_\_\_

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Note: Transcripts will be released only when all financial obligations to the University are met.

Date \_\_\_\_\_  
ID# (if known) \_\_\_\_\_  
Birth date \_\_\_\_\_  
Phone # \_\_\_\_\_  
 Currently Registered **OR**  
Yrs attended from \_\_\_\_\_ to \_\_\_\_\_  
Other names \_\_\_\_\_  
\_\_\_\_\_  
Due to the Family Educational Rights and Privacy Act of 1974, student signature is required for release of transcripts.  
**STUDENT SIGNATURE:**  
\_\_\_\_\_  
**PERSONAL SIGNATURE REQUIRED**

### FEES

**STANDARD TRANSCRIPT FEES**  
\$7 per OFFICIAL transcript  
\$5 per UNOFFICIAL transcript  
(price includes 1<sup>st</sup> class mailing)

### OPTIONAL SPECIAL HANDLING FEES (IN ADDITION TO TRANSCRIPT FEES)

- IMMEDIATE Service -- \$12
- FedEx -- \$25 (US addr; no PO Boxes)
- Express Mail -- \$25 (US addresses)
- Priority Mail -- \$10 (US addresses)
- Fax Request\* -- \$6 per transcript  
\*Faxed transcripts are **NOT** official.  
Requests for official transcripts are followed-up with a hard copy to the same address as the recipient/fax number.

### FOR PAYMENT OF THIS REQUEST:

- My personal check is enclosed
- Charge my credit card:
  - Visa
  - Master Card
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Card # \_\_\_\_\_

Verification Code (3 or 4 digit on back): \_\_\_\_\_

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### MAIL OR FAX THIS REQUEST TO:

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