

Emory University

Transcript Request Form

Office of the Registrar

100 Boisfeuillet Jones Center Atlanta, GA 30322

(404) 727-6042

This is a mail-in form for use by alumni or enrolled students who cannot request transcripts in person at the Registrar's Office.

To process your transcript request, you must print this form, supply all information requested, sign, date and mail the form to the Registrar's Office with the appropriate payment included. A transcript includes all work completed at Emory University. Under no circumstances is a partial transcript issued. Normal processing time is 2-3 business days from the receipt of this request.

Name: _____

(PLEASE PRINT)

Last

First

Middle

Social Security Number: _____ Student ID: _____ Date of Request: _____

Current Address: _____

City

State

Zip

Daytime Phone: _____ Email Address: _____ Birth Date: _____

Complete Name: _____

Any previous names you have had: _____

Enrollment Date: _____ Graduation Date: _____

What degree(s) have you earned from Emory? Emory school(s) attended: _____

Bachelor's _____ Master's _____ PhD _____ Other _____

1. Please mail _____ (number of) official or _____ (number of) unofficial transcripts to: Express delivery requested: (additional fee required)*

Recipient Name: _____

Address: _____

City

State

Zip

Country

2. Please mail _____ (number of) official or _____ (number of) unofficial transcripts to: Express delivery requested: (additional fee required)*

Recipient Name: _____

Address: _____

City

State

Zip

Country

3. Please mail _____ (number of) official or _____ (number of) unofficial transcripts to: Express delivery requested: (additional fee required)*

Recipient Name: _____

Address: _____

City

State

Zip

Country

If additional space for more requests is needed, please use an additional sheet of paper.

TRANSCRIPT FEES:

(Please make checks payable to Emory University)

Official transcript (mailed directly to anyone other than the student) \$ 4.00 USD per copy

Official transcript (mailed directly to the student) \$ 8.00 USD per copy

Unofficial transcript (mailed directly to the student) \$ 4.00 USD per copy

Total number of transcripts ordered in this request: _____

* Express mail is available at an additional cost of \$13 domestic delivery per request or \$31 international delivery per request.

Please provide a complete mailing address with each request -

P. O. Box is an unacceptable address for delivery

(If applicable) Total express mail delivery fees: _____

Total amount of payment enclosed with this request: \$ _____

SIGNATURE (REQUIRED TO PROCESS REQUEST)

Date