

# Off-Campus Request for Official Transcript

Office of the Registrar - Transcripts, 003 Wilder Tower, University of Memphis, TN 38152-3520 Fax: (901) 678-3249

**\* Allow up to 5 business days for processing any transcript request. \***

Use this form only when FAXing or mailing your transcript request. If you intend to submit your request in person at the Registrar's Office, complete the form that is available there.

**Name:** Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

**Contact Info:** Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Ph: (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

**U-Number:** \_\_\_\_\_ **OR** **Last 4 Digits of SSN:** \_\_\_\_\_

**Birth Date:** MM: \_\_\_\_ DD: \_\_\_\_ YY: \_\_\_\_

**Former Names:** \_\_\_\_\_

**Years Attended University of Memphis (UM):** First Yr: \_\_\_\_\_ Last Yr: \_\_\_\_\_

**Check if Appropriate:**

Mail transcript now.

I will pick up at your office.

Hold transcript for the current term's grades. (Info format, ex: Full/Spring/20YY.)

**Part of Term:** \_\_\_\_\_ / **Term:** \_\_\_\_\_ / **Year:** \_\_\_\_\_

Hold transcript for degree. (Info format, ex: BA/Spring/20YY.)

**Degree:** \_\_\_\_\_ / **Term:** \_\_\_\_\_ / **Year:** \_\_\_\_\_

Hold transcript for pending grade change. (Info format, ex: ENGL4501/Spring/20YY.)

**CourseID:** \_\_\_\_\_ / **Term:** \_\_\_\_\_ / **Year:** \_\_\_\_\_

I attended Law School at UM.

I have taken Continuing Education (CEU) courses and want them included.

I have attached Enclosures that should accompany the transcript.

Release Academic Record & Other Pertinent Information to (Name/Address):	[#Copies]:
_____	[ ]
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_____	[ ]
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_____	
_____	
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(Attach additional addresses if necessary.)	

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_