

PURDUE UNIVERSITY
OFFICE OF THE REGISTRAR
Hovde Hall of Administration
610 Purdue Mall
West Lafayette, IN 47907-2040

ACADEMIC TRANSCRIPT REQUEST

Reg. Form 501- Rev. 10/05

PLEASE PRINT

(1) NAME _____ (2) PUID/STUDENT ID# _____
LAST FIRST MIDDLE

MAIDEN NAME OR OTHER NAME UNDER WHICH RECORDS MAY BE FOUND _____

(3) ADDRESS _____ (4) DATE OF BIRTH _____
STREET
CITY STATE ZIP CODE
DAYTIME TELEPHONE NUMBER _____

(5) _____ I AM NOW ATTENDING PURDUE AT THE (check one): ___WL; ___CAL; ___FW; ___NC; ___IUPUI; ___TSW; ___EXT CAMPUS
_____ I LAST ATTENDED PURDUE IN _____ (Year)

(6) WRITTEN SIGNATURE _____ (7) DATE _____

More than one transcript may be sent to a given address. If you wish to have us mail your transcript(s), enter the appropriate recipient name and address information below. If you prefer to pick up your transcript (West Lafayette only), write "PICK UP" in the "Recipient Name" area and leave the address area blank. **DO NOT use "PICK UP" for requests to be held for grades or degrees.** If your transcript requires special handling (e.g. an attachment, a special certification, a special envelope, etc.) please so indicate and attach any appropriate forms/documents to this request when submitting it to the Office of the Registrar. AS A SERVICE TO OUR STUDENTS AND ALUMNI, PURDUE UNIVERSITY PROVIDES ACADEMIC TRANSCRIPTS AT NO CHARGE. HOWEVER, THERE IS A CHARGE FOR EXPRESS MAILING, WHEN NEEDED. When you have completed this form, bring it to the Office of the Registrar or mail it to the address shown at the top of the form. You may also fax your request to us at: (765) 494-0570. **WE DO NOT FAX OFFICIAL TRANSCRIPTS.**

REMINDER: The Indiana Code states that a person who falsifies a college transcript or diploma with the intent to obtain employment or an educational opportunity commits deception, a Class A misdemeanor. A person who commits a Class A misdemeanor shall be imprisoned for a fixed term of not more than one (1) year; in addition, he may be fined not more than five thousand dollars (\$5,000).

TRANSCRIPTS ORDERED FOR PICK UP MUST BE CLAIMED WITHIN 10 WORKING DAYS. A PICTURE ID IS REQUIRED TO PICK UP TRANSCRIPTS.
REQUEST #1 NUMBER OF TRANSCRIPTS FOR THIS REQUEST _____

_____ ISSUE TRANSCRIPT(S) NOW; _____ HOLD FOR CURRENT SESSION GRADES; _____ HOLD FOR CURRENT SESSION PURDUE DEGREE

RECIPIENT NAME _____

RECIPIENT ADDRESS _____

SPECIAL HANDLING REQUIRED (if any)

_____ ATTACHMENT
_____ OTHER (specify) _____

_____ EXPRESS MAILING (FEDERAL EXPRESS OR UPS ONLY) _____
(NOTE THAT EXPRESS MAIL COMPANIES WILL NOT DELIVER TO A P.O. BOX. A STREET ADDRESS IS REQUIRED.)

CHECK ONE: _____ CHECK ATTACHED IN THE AMOUNT OF \$25.00 PAYABLE TO: **PURDUE UNIVERSITY.**
_____ BILL CREDIT CARD (**ONLY VISA, MASTERCARD OR DISCOVER ACCEPTED**) IN THE AMOUNT OF \$25.00 FOR EXPRESS MAIL SERVICE PROVIDED BY FEDERAL EXPRESS OR UPS.

CREDIT CARD TYPE _____
CARD NUMBER _____
EXPIRATION DATE _____

_____ **CHECK HERE IF MAKING ADDITIONAL REQUEST(S) ON REVERSE SIDE.**

NAME _____ PUID/STUDENT ID# _____
LAST FIRST MIDDLE

REQUEST #2 NUMBER OF TRANSCRIPTS FOR THIS REQUEST _____

_____ISSUE TRANSCRIPT(S) NOW; _____HOLD FOR CURRENT SESSION GRADES; _____HOLD FOR CURRENT SESSION PURDUE DEGREE

RECIPIENT NAME _____

RECIPIENT ADDRESS _____

SPECIAL HANDLING REQUIRED (if any)

_____ATTACHMENT
_____OTHER (specify) _____

_____EXPRESS MAILING (**FEDERAL EXPRESS OR UPS ONLY**) _____
(NOTE THAT EXPRESS MAIL COMPANIES WILL NOT DELIVER TO A P.O. BOX. A STREET ADDRESS IS REQUIRED.)

CHECK ONE: _____ CHECK ATTACHED IN THE AMOUNT OF \$25.00 PAYABLE TO: **PURDUE UNIVERSITY**.
_____ BILL CREDIT CARD (**ONLY VISA, MASTERCARD OR DISCOVER ACCEPTED**) IN THE AMOUNT OF \$25.00 FOR EXPRESS MAIL SERVICE PROVIDED BY FEDERAL EXPRESS OR UPS.

CREDIT CARD TYPE _____

CARD NUMBER _____

EXPIRATION DATE _____

.....

REQUEST #3 NUMBER OF TRANSCRIPTS FOR THIS REQUEST _____

_____ISSUE TRANSCRIPT(S) NOW; _____HOLD FOR CURRENT SESSION GRADES; _____HOLD FOR CURRENT SESSION PURDUE DEGREE

RECIPIENT NAME _____

RECIPIENT ADDRESS _____

SPECIAL HANDLING REQUIRED (if any)

_____ATTACHMENT
_____OTHER (specify) _____

_____EXPRESS MAILING (**FEDERAL EXPRESS OR UPS ONLY**) _____
(NOTE THAT EXPRESS MAIL COMPANIES WILL NOT DELIVER TO A P.O. BOX. A STREET ADDRESS IS REQUIRED.)

CHECK ONE: _____ CHECK ATTACHED IN THE AMOUNT OF \$25.00 PAYABLE TO: **PURDUE UNIVERSITY**.
_____ BILL CREDIT CARD (**ONLY VISA, MASTERCARD OR DISCOVER ACCEPTED**) IN THE AMOUNT OF \$25.00 FOR EXPRESS MAIL SERVICE PROVIDED BY FEDERAL EXPRESS OR UPS.

CREDIT CARD TYPE _____

CARD NUMBER _____

EXPIRATION DATE _____