

OFFICIAL TRANSCRIPT REQUEST

Complete all sections. Return by mail, fax or in person.
Delays will occur during peak periods, such as registration, graduation, and at the end of the semester.

University of the Incarnate Word
 Office of the Registrar
 4301 Broadway, CPO 304
 San Antonio, TX 78209
 Phone: 210-829-6006 Fax: 210-829-3922

Date: _____ Student ID or Social Security No. _____ Date of Birth _____

Full Name: _____
 Last First Middle Maiden

Former Name(s): _____ Date Last Attended: _____

Processing Instructions: Neatly print your name and address below. We will contact you here if there is a problem request.

Contact Address		✓	Purpose of Transcript
			Employment
			Graduate School
			Scholarship
			Transfer to :

Transcript Limit: 10 transcripts per week
Requests beyond 10 transcripts per week will be charged \$5.00 per transcript, payable in advance.
 Normal processing time is 3-5 days from the date of when the request is received, excluding delivery.
 Same day service may not be available during peak periods such as during registration.
 Transcripts will be issued only after clearance from the Loan Office, the Business Office, and the Registrar's Office.

HOLD until final grades are posted:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> ADCaP	<input type="checkbox"/> Online	<input type="checkbox"/> Graduate
HOLD until degree is posted:	<input type="checkbox"/> December	<input type="checkbox"/> May	<input type="checkbox"/> August			
HOLD for pick-up on (ID required):						

Mailing Address		✓	Processing Instructions
			SEND with regular process (3-5 Days)
			SAME DAY Service (\$10.00 charge)
			SEND unofficial fax (\$5.00 charge)
			HOLD for pick-up on:
			OVERNIGHT (\$45.00—provide info below)

Official or Unofficial (Note: Unofficial or faxed copies are not accepted for admission by other colleges/universities.)

Number of copies requested: _____ (See limit above) Student's Signature: _____

If you want an e-mail notification when your transcript is sent, clearly provide your e-mail address in the space provided:

_____ Phone Number: (____) _____

OVERNIGHT INFORMATION: Complete the information below. Overnight requests received after 1:00 p.m. will be mailed the following business day. The Registrar's Office is not responsible after delivery to the post office.

Credit Card Information: MasterCard Visa Discover American Express Expiration Date: _____

Card Number: _____ Security Number on Back of Card: _____

	Problem	How to Resolve
	We cannot locate your records under the name provided	Contact the Registrar's Office, 210-829-6006
	We cannot release because you have a hold in the Registrar's Office	Contact the Registrar's Office, 210-829-6006
	We cannot release because you have a hold in the Business Office.	Contact the Business Office at 210-829-6044
	We cannot release because you have a hold in the Loan Office.	Call 210-829-6085

FOR OFFICE USE ONLY: Amount Paid: \$ _____ Date Mailed _____
 Comments: _____ 1/12/07 4:35 PM