# The University of Arkansas Transcript Request

## Official Transcripts

**Instructions:**

1. Complete a separate transcript request for each address to which a transcript is to be sent.
2. Online: iwantmytranscript.com
3. By mail: Complete the transcript request form below, print, sign, include payment of check or money order, and mail to

   **Office of the Registrar, 141 Uptown East, 1 University of Arkansas, Fayetteville, AR 72701**

4. In person: Complete the transcript form, print, sign, and bring photo ID to the Office of the Registrar at 141 Uptown East.

   Transcripts can only be released with the written authorization of the student. Identification will be required for transcripts to be picked up in person. Cash or check only for payment at Registrar's Office.

### COMPLETE TO ENSURE PROPER IDENTIFICATION AND HANDLING

**Student's Name:** _____ **Date of Birth (mm/dd/yyyy):** _____

**Former Last Names (if any):** _____

**Student ID or Social Security Number :** _____ **Currently Enrolled:** ☐ **Yes** ☐ **No**

**If Yes, check level:** **If No, last year attended:**

☐ **Undergraduate** ☐ **Graduate** ☐ **Law** **Semester:** _____ **Year:** _____

**E-mail Address:** _____ **Daytime Phone:** _____

**Student Address:** _____

_____

**Delivery Instructions:**

☐ **Pick Up** ☐ **Mail Now** ☐ **Mail after Posting Grades** ☐ **Mail after Posting Degree**

☐ **Fax (Additional $5.00 charge for Faxing the Transcript)** **Fax Number:** _____

**Number of Copies:** _____ **$5.00 per copy**

**Mail Transcript to:** _____

_____

_____

**Student Signature:** _____ **Date:** _____