TRANSCRIPT REQUEST FORM INSTRUCTIONS

Please read the instructions carefully before proceeding. Form is on Page 2.

WEBSITE: Please visit our website for more information on ordering transcripts: http://registrar.uiowa.edu/transcripts

PROCESSING: Please note that due to the volume of transcript requests that we receive, and our dedication to the timely processing of those requests, we do not confirm receipt of your request or its completion. Our typical processing time is 1-2 business days. End of semester grades are typically posted 10 business days after the last day of finals. Degrees are typically posted 15 business days after the last day of finals. Please feel free to contact us regarding the status of your request.

FEES: There is a fee for each and every official transcript issued, plus any special processing. Please see our website for the current charges. We process transcript requests without pre-payment and a bill will be sent to the billing address the following month. Note: It can take up to a month for charges to appear on a student’s U-Bill.

HOLDS: Your account must be cleared of all holds before a transcript can be issued. For information on clearing billing holds contact University Billing Office at (319) 335-0071 or ubill@uiowa.edu. Financial aid exit counseling can be completed by visiting: http://www.uiowa.edu/financial-aid/counseling/index.shtml.

PARTIAL: A transcript of your complete record will be issued unless you request a partial transcript by level of study. If you completed both undergraduate and graduate or professional work, you can request separate transcripts. If you completed a combined study program (undergrad/grad or grad/professional), we are not able to separate the coursework. There will be a separate fee for each transcript issued. If you wish to request your entire University of Iowa record, leave this section blank.

ELECTRONIC: We are unable to issue transcripts electronically. We can fax an unofficial grade report at the same time we produce an official transcript to be mailed. There is an additional faxing fee.

UNOFFICIAL: We do not produce unofficial transcripts. You can view your completed grade report by logging into ISIS: http://isis.uiowa.edu. If you no longer have access to ISIS, you can contact the ITS Help Desk at (319) 384-4357 to have your HawkID password reset. You can also make a transcript request through ISIS.

Failure to complete any of the fields below may delay or prevent your request from being processed:

- Current full name and former name, if applicable
- Signature (typing your name in the signature field does NOT qualify as a signature)
- Date of birth
- Billing address
- Daytime phone number
- Complete address to which your transcript(s) will be mailed. Our office does not provide addresses.

SUBMISSION INSTRUCTIONS

Transcript request forms can be submitted in any of the following ways:

In person: 17 Calvin Hall, Iowa City, IA 52242
By mail: Office of the Registrar, Transcripts, 30 Calvin Hall, Iowa City, IA 52242
By email: registrar-transcripts@uiowa.edu
By fax: (319) 335-1999
REQUEST FOR OFFICIAL TRANSCRIPT(S)
The University of Iowa   |   Office of the Registrar
Transcripts, 30 Calvin Hall, Iowa City, IA 52242
Ph: (319) 335-0229 | Fax: (319) 335-1999
Email: registrar-transcripts@uiowa.edu

Note: There is a fee for each official transcript. Please see our website for the current charge: www.registrar.uiowa.edu

STUDENT INFORMATION:

Current Full Name

Former Name(s) (if applicable)

Current Residing (Billing) Address

City

State

Zip

UID or HAWKID or SSN

Date of Birth

Cell or Daytime Phone

Are you currently enrolled?   YES   NO

Current Email Address:

Are or were you a UI student?   YES   NO

If no, closed school attended:

PROCESSING INSTRUCTIONS:

☐ Process immediately.

☐ Hold for current semester grades to be posted. Term/Session:

☐ Hold for current semester degrees to be posted. Term/Session:

☐ Special instructions:

SEND TRANSCRIPT TO: (please include individual, institution, agency or business name)

No. of Copies: _____

To: ________________________________

Signature on back of sealed envelope?   YES   NO

Partial Transcript – leave blank for entire record (see instructions page)

☐ Undergrad

☐ Grad or Prof

SPECIAL HANDLING (additional charges apply – see our website for current fees):

☐ Fax to: ________________________________

☐ FedEx. FedEx cannot ship to PO Boxes. Phone # required: ________________

No. of Copies: _____

To: ________________________________

Signature on back of sealed envelope?   YES   NO

Partial Transcript – leave blank for entire record (see instructions page)

☐ Undergrad

☐ Grad or Prof

SPECIAL HANDLING (additional charges apply – see our website for current fees):

☐ Fax to: ________________________________

☐ FedEx. FedEx cannot ship to PO Boxes. Phone # required: ________________

SIGNATURE AND DATE:

Signature – REQUIRED for release of records. A typed name will NOT be accepted.

This form must be printed, signed by hand, and then scanned to be emailed.

Signature: ________________________________

Date: ________________________________