

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 expedited delivery (Federal Express). Transcripts for non-University of Iowa students are billed a transcript fee. 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-collect@uiowa.edu.
- PARTIAL:** For University of Iowa students, 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 and/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:** Effective July 5, 2016, electronic pdf's of **University of Iowa** transcripts are available to send. If you have a form that you need to accompany your transcript, we still need to produce a paper official transcript.
- UNOFFICIAL:** We do not produce unofficial transcripts. You may view your completed grade report by logging into MyUI: <http://myui.uiowa.edu>. If you no longer have access to MyUI, you can contact the ITS Help Desk at (319) 384-4357 to have your HawkID password reset.

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: UI Service Center, 2900 UCC (University Capitol Center), Iowa City, IA 52242
By mail: UI Service Center, Transcripts, 2900 UCC, 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, 2900 UCC, 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 for non-UI students. Please see our website for the current charge: 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:* _____

☐ Electronic pdf (UI only): provide complete email delivery address: _____

☐ *I acknowledge that a confidential document will be delivered to this address.*

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: _____

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☐ Electronic pdf (UI only): provide complete email delivery address: _____

☐ *I acknowledge that a confidential document will be delivered to this address.*

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.

Date _____