

Ashland University
 Registrar's Office
 401 College Ave
 Ashland, Ohio 44805



Transcript Request

Phone: 419-289-5027
 Fax: 419-289-5939
 regis@ashland.edu

DO NOT USE THIS FORM TO REQUEST SEMINARY TRANSCRIPTS – THE PROCESS, FEES AND MAILING OPTIONS ARE NOT THE SAME – CONTACT THE SEMINARY FOR DETAILS.

Full Name: Date of Birth:

Street Line 1: Phone Number:

Street Line 2: Email:

City: State: Zip: Indicate if a change in address:

Last Year Attended, If Prior to 1987: AU ID or SS#:

Purpose: Grad School Application Employment Scholarship Transfer Other _____

Mail Transcript: Immediately When grades for _____ term are posted When degree is posted

Signature: _____ Date: _____

Transcript Mailing Address 1:		Transcript Mailing Address 2:	
Send Transcript to:		Send Transcript to:	
City:		City:	
State:	Zip:	State:	Zip:

*** Official transcripts are issued in a sealed envelope and may be considered unofficial by the recipient if opened prior. ***

Transcript Faxing (all faxed request are unofficial transcripts):

Send Fax to:

Fax Number:

Mailing Options and Costs:

Official Mailed: \$6.00 per transcript

Unofficial Mailed: \$3.00 per transcript

***** The following delivery options must be received by noon to receive next business day.**

Fax: \$10.00 per transcript. **Note:** Faxed transcripts are unofficial

UPS Overnight: \$10.00 per transcript plus \$17.50 per address. No Saturday Delivery. No PO or APO Boxes.

Express Mail Overnight: (Signature Required) \$10.00 per transcript plus \$19.95 per address. For Saturday Delivery and PO Boxes.

Express Mail Overnight: (International mailings) \$10.00 per transcript plus postage, please call for current rate. No Saturday Delivery

Total number of transcripts requested (if request is faxed see note below): **Amount enclosed:**

Method of payment: Cash Check (Payable to Ashland University) Money Order Credit Card (Must be included for faxed requests)

Visa MasterCard Discover American Express

Card Number: _____ **Exp. Date:** _____

Signature: _____ **Date:** _____