

STUDENT'S NAME AND CURRENT ADDRESS (REQUIRED)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Campus Box # \_\_\_\_\_

Social Security # \_\_\_\_\_ I.D. # \_\_\_\_\_

Last semester enrolled at SAU: SEMESTER \_\_\_\_\_ YEAR \_\_\_\_\_

Undergraduate Program \_\_\_\_\_ Graduate Program \_\_\_\_\_

Number of OFFICIAL COPIES: \_\_\_\_\_

Number of UNOFFICIAL COPIES: \_\_\_\_\_

**CHECK ALL THAT APPLY:**

- Send Transcript as is
- Hold to include **THIS SEMESTER'S GRADES**
- Date semester ends \_\_\_\_\_
- Hold to include **RECENT DEGREE**
- OTHER INSTRUCTIONS \_\_\_\_\_

Daytime Phone #: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_



# SPRING ARBOR UNIVERSITY

## REQUEST FOR TRANSCRIPT

**FEE SCHEDULE:** \$4.00-Official \$2.00-Additional

When two or more copies are requested at the same time, the fee is \$4.00 for the first copy and \$2.00 for each additional copy. Unofficial-\$2.00 first, \$1.00 additional. Fax (Unofficial)-additional charge \$2.00.

Enclose payment for transcript fee with this request.

Transcript will not be sent until fee is paid. Check one:

CHECK \_\_\_\_\_ MONEY ORDER \_\_\_\_\_ CASH \_\_\_\_\_

MASTER CARD \_\_\_\_\_ DISCOVER \_\_\_\_\_ VISA \_\_\_\_\_

CHARGE ACCOUNT # \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

VERIFICATION NUMBER \_\_\_\_\_

(Last 3 digits of number printed on back of Credit Card)

**DO NOT WRITE BELOW THIS LINE**

Fee Paid: \$ \_\_\_\_\_ Received By: \_\_\_\_\_

Date Transcript(s) Mailed: \_\_\_\_\_

\*\*\*  Transcript Withheld

Because of \_\_\_\_\_

The enclosed transcript has been requested by the student shown below. A full explanation of our grading procedures is included.

**STUDENT'S NAME:**

\_\_\_\_\_  
First Initial Last Maiden

Please Mail Transcript To:

Hold-I will Pick Up Transcript

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# SPRING ARBOR UNIVERSITY

Office of Records & Registration  
106 E. Main St.  
Spring Arbor, MI 49283-9799

Fax: 517.750.6534

(PRINT NAME AND ADDRESS IN AREA ABOVE CAREFULLY, AS THIS FORM WILL BE MAILED IN WINDOW ENVELOPE.)