

Instructions: Complete this form with all applicable information. **Fee payment and signature** are both required at the time of ordering. If you have any type of hold on your records, your transcript will not be issued.

Please note: transcripts cannot be ordered without picture ID **OR** written and signed authorization. Incomplete requests may not be processed.

Requests must be made either in person or by mail. **Email, fax, or phone requests will not be accepted.**

Transcript Fees (per copy)

Pick up/US Mail \$5.00 FEDEX Domestic \$25.00 FEDEX International \$50.00

Please make checks and money orders payable to: USU Eastern.
If paying in person, USU Eastern accepts MasterCard, Visa and Discover cards.

Student Information:

LAST NAME <i>(please print):</i>		FIRST NAME <i>(please print):</i>	
Student ID/SSN #:		Email Address:	
Street Address:			
City:	State:	Zip:	Phone#: Ext.
Date of Birth:	Previous Name(s):		

School Information:

Have you ever attended the College of Eastern Utah? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when _____
Have you ever attended Utah State University or USU Eastern? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when _____

Please check at least one option:

Pick up Number of Copies _____

Attention: _____

Mail (Indicate to whom and where below)

Special Instructions:

Addresses for Mailed Transcripts:

<p>Please send (enter number) _____ official transcript(s) to the following address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> mail now <input type="checkbox"/> after final grades for current term</p> <p><input type="checkbox"/> after degree posts</p>	<p>Please send (enter number) _____ official transcript(s) to the following address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> mail now <input type="checkbox"/> after final grades for current term</p> <p><input type="checkbox"/> after degree posts</p>
--	--

SIGNATURE:
(required)

In accordance with the Family Educational Right and Privacy Act (FERPA) of 1974, your signature is required to authorize the release of your transcripts.