OFFICIAL TRANSCRIPT REQUEST FORM

**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:**

<table>
<thead>
<tr>
<th>LAST NAME (please print):</th>
<th>FIRST NAME (please print):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID/SSN #:</td>
<td>Email Address:</td>
</tr>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
<td>Phone#:</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Previous Name(s):</td>
</tr>
</tbody>
</table>

**School Information:**

Have you ever attended the College of Eastern Utah?  
☐ YES  ☐ NO  If yes, when __________

Have you ever attended Utah State University or USU Eastern?  
☐ YES  ☐ NO  If yes, when __________

**Please check at least one option:**

☐ Pick up  Number of Copies________

☐ Mail  (Indicate to whom and where below)

**Special Instructions:**

Attention: __________________________________________

☐ mail now  ☐ after final grades for current term

☐ after degree posts

**Addresses for Mailed Transcripts:**

Please send (enter number) ________ official transcript(s) to the following address:

________________________________________________________________________________________

________________________________________________________________________________________

☐ mail now  ☐ after final grades for current term

☐ after degree posts

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.

USU Eastern - Attn: Records Office, 451 East 400 North, Price UT, 84501, (435) 613-5226

07/2015