

University of Central Missouri - Request for Official Transcripts

Registrar's Office; WDE 1000, Warrensburg, Missouri 64093; Phone (660) 543-4914; FAX (660)543-8400

Mailed or e-mailed transcripts are \$5 each. Faxed transcripts are \$10 each. **Transcript fees are non-refundable.** Faxed transcripts cannot be faxed outside of the U.S. Faxed and e-mailed transcripts may not be considered official by the receiving institution. Check with the recipient before making your request. **Transcripts are not provided if you have a financial hold with the university.**

Print Name: _____

(Last, First, MI)

Student # or SSN: _____ Date of Birth(mm/dd/yyyy): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (_____) _____ Cell/Daytime Phone: (_____) _____

E-Mail Address: _____

Choose one: I am currently enrolled at UCM I last attended: _____

(semester, year)

Send transcript(s): Now Hold for grades* Hold for degree

(*Only check this if your grades **do not** already show on your unofficial transcript. Grades are available on transcripts the Thursday after finals week and degrees are posted within 10 days of graduation. If you check these boxes and grades/degrees are already posted, your transcript will not be sent until the end of the following semester!)

Mail: _____ copy(ies) to: Name/Institution: _____

Address: _____

City: _____ State: _____

Zip Code: _____ Country: _____

Mail: _____ copy(ies) to: Name/Institution: _____

Address: _____

City: _____ State: _____

Zip Code: _____ Country: _____

Fax to: Fax number:(_____) _____ Attention: _____

Fax number:(_____) _____ Attention: _____

E-mail pdf transcript to this e-mail address: _____

I authorize the release of my transcripts to the addresses/faxes/e-mail address listed above.

Student signature required

Date

Payment method: Check* _____ Money Order* _____ Cash _____

Credit/Debit Card Number+ _____ Exp. Date _____

*Checks and Money Orders should be made out to UCM. +We accept VISA, MasterCard, and Discover.