

# UNOFFICIAL TRANSCRIPT REQUEST FORM



Complete information is required to proceed with your request. Normal processing time for transcript requests is 5 business days. Email confirmation will be sent.

One complimentary official and unofficial transcript will be mailed in May to all graduates of that year.

**Note:** Only 1 copy will be granted to unofficial transcript requests.

STUDENT INFORMATION			
Regent ID (if known)	Given Name	Middle Name	Surname
		Date of Birth: (yyyy/mm/dd) / /	Maiden/Formal Name
Mailing Address	City, Province/State		Postal Code Country
Email Address	Home Phone		Mobile Phone
Last Term Enrolled	Degree Obtained		Graduation Year

Method of delivery: ☐ Pick up at reception desk  
☐ Mail to address listed above  
☐ Mail to address listed below

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Student

Date