

**OFFICE OF THE REGISTRAR - QUINNIPIAC UNIVERSITY**

275 Mt. Carmel Ave  
Hamden, CT 06518  
(203-582-8695)

**TRANSCRIPT REQUEST FORM**

- There is a \$5.00 charge per transcript.
- Transcripts are processed in the order they are received
- Order transcripts at least one week in advance of anticipated mailing date
  - Transcripts cannot be sent via fax
- Please use this same form to request Unofficial Transcripts
- Orders will not be processed unless all financial obligations to Quinnipiac University have been met**
- Current students may obtain a copy of their Unofficial Transcript via WebAdvisor as well**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Name While Enrolled at QU (if different): \_\_\_\_\_

Dates of Attendance \_\_\_\_\_ Student ID or Soc. Security #: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Degree Recv'd: \_\_\_\_\_ Major: \_\_\_\_\_

**Current Address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

E-mail address:

Phone Number

**Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

*Please Sign, Date, and Return to the Office of the Registrar in person or via mail with payment in check or money order form made out to Quinnipiac University.*

**To send transcripts to multiple recipients, please complete a separate form**

**1. Number of Copies:** I authorize Quinnipiac University to release \_\_\_\_\_ copy (copies) of my Official Transcript.  
\_\_\_\_\_ copy (copies) of my Unofficial Transcript.

**2. Special Handling Options:**

- Please send now
- Please Hold for Degree(s) to be posted
- Please Hold for Final Grades

**3. Send to:**

Name: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

Country: \_\_\_\_\_

**For Registrar Use Only**

Rec'd. Date: \_\_\_\_\_

Rec'd By: \_\_\_\_\_

Amount Recv'd: \$ \_\_\_\_\_