



Official Transcript

Purpose: Used by current and former students to request an official paper transcript. Transcripts can also be requested [online](#).

Student Instructions:

- Complete Sections 1-3 of this form using a computer.
 - a **handwritten request will not be accepted.**
 - a **emailed or faxed request will not be accepted.**
 - a **request submitted by anyone with a financial obligation to the University will not be processed.**
 - a request submitted without full payment **will not be processed.**
- Print the form using the 'Print Form' button.
- Sign the form in Section 4; a digital signature is not acceptable.
- For in person requests present an official picture I.D. at Marquette Central.
- Submit this completed via one of the methods listed at the bottom of this form.

Note:

- Make remittance by cash, check or money order payable to Marquette University, Office of the Registrar.
- Official transcripts will not be faxed or emailed.
- A request for an official transcript received after 4:00 p.m. will be processed as if received the next business day.
- Requests for pick up at Marquette Central will be available after 10:00 a.m.

Section 1: Student Information

Name
Last name, First name Middle name _____

Name while attending Marquette _____ Date of Birth
MM/DD/YYYY _____

Mailing address
street, city, state, zip code _____

Email _____@marquette.edu MUID/SSN _____ Phone _____

enter personal email address if you no longer have an MU email account

Currently Enrolled? Yes No If No: year of last attendance _____

Section 2: Action Requested (check one)

Send to address at right
Complete one request for each address to which a transcript is to be sent Person/Organization _____

Hold for pick-up at Marquette Central
If another person is to pick up the transcript for you, note that person's name on the line below. This person must present his/her official picture I.D. at pick up. Transcripts not claimed within 1 month will be destroyed and a new request will be needed. Address _____

Number of transcripts requested _____

Attachments
If you have provided any attachments that must be included with your transcript, please note them: _____

Section 3: Service Requested (check one)

Standard Service Fee-\$7.00 (per transcript)
Paper transcript printed and sent via United States Postal Service (USPS) within 3 business days.

Expedited Service Fee-\$30.00
Transcript printed while you wait, mailed via USPS or picked up within one business day. In addition to the expedited service fee, \$7.00 is charged for each transcript requested on this form.

FEDEX Standard Service Fee-\$25.00 (U.S. & Canada) or \$50.00 (all other international)
Paper transcript printed within 3 business days and sent via FEDEX. Not available for delivery to P.O. Boxes. In addition to the FEDEX fee, \$7.00 is charged for each transcript requested on this form.

FEDEX Expedited Service Fee-\$55.00 (U.S. & Canada) or \$80.00 (all other international)
Paper transcript printed within one business day and sent via FEDEX. Not available for delivery to P.O. Boxes. In addition to the FEDEX expedited service fee, \$7.00 is charged for each transcript requested on this form.

For Special Handling ONLY do not process request until.

A copy of my **non US Study Abroad Program** transcript is included
this does not include study abroad programs that are transcribed by other US/domestic institutions. A transcript should be requested separately from those institutions.

Grades are Recorded for Session Ending _____
Date

Grade Change is Completed for _____
Course

Degree Information is Recorded for _____
Graduation Date

Major or Program _____

Section 4: Student Statement/Signature

I understand that this request will not be processed if I have a financial obligation to the University.

Signature _____ Date _____

OFFICE USE ONLY - Hold: YES NO Suspended hold until _____ Approved by: _____