

# SUU SOUTHERN UTAH UNIVERSITY Transcript Request Form

## INSTRUCTIONS

- Please complete all of the information below
- SIGN THE REQUEST
- Attach a check or money order in the amount of the transcript and any selected mailing fees; OR
- To pay by credit or debit, please contact the Registrar's Office at (435) 586-7715. It is helpful if you can contact the office after we have received your request so that we can more easily match up record requests.
- Submit the Transcript Request Form
  - Email to: [registrar@suu.edu](mailto:registrar@suu.edu); OR
  - Fax to: (435) 865-8470; OR
  - Mail to: Southern Utah University  
Registrar's Office  
351 W University Blvd  
Cedar City UT 84720
- Please note that we are unable to send a transcript until all institutional holds have been cleared and the appropriate fees paid.

Office Stamp

## STUDENT INFORMATION

Name: \_\_\_\_\_ T-Number: \_\_\_\_\_  
Last First MI (or SSN if you do not know your Student ID#)

Previous Name(s): \_\_\_\_\_ DOB: \_\_\_\_\_  
MM/DD/YYYY

Daytime Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TRANSCRIPT INFORMATION

Last date of attendance: \_\_\_\_\_

Send:  Now  After current semester grades post  After degree is posted

Send to Name/Office: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Fax to: ( ) \_\_\_\_\_ *(Please note, faxed transcripts are considered unofficial)*

## FEES

Description	Quantity	Fee	Amount
Transcript		X \$8.00 =	\$ _____
<input type="checkbox"/> Pick-up		\$0.00	\$ _____
<input type="checkbox"/> Regular Mail		\$0.00	\$ _____
<input type="checkbox"/> Fax (unofficial)		\$0.00	\$ _____
<input type="checkbox"/> Priority Mail		\$6.00	\$ _____
<input type="checkbox"/> FedEx Overnight		\$20.00	\$ _____
<b>TOTAL</b>			\$ _____

★To pay using a credit card contact the Registrar's Office at (435) 586-7715★

### Office Use

- Holds Checked
- Paid

## LIST ANY COURSES YOU ARE WAITING TO HAVE GRADED BEFORE THE TRANSCRIPT IS SENT

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## PURPOSE

- Scholarship
- Transfer
- Study Abroad
- Summer School (returning to SUU)
- Employment
- Graduate School
- Personal Use
- Other: \_\_\_\_\_