



TRANSCRIPT REQUEST FORM

An official transcript will be issued by the Registrar's office only following a signed written request from the student or alumnus for whom it will be sent, or by request by the student or alumnus [online](#). If using this form, official transcripts will be forwarded by mail to the appropriate institution(s) or may be picked up in a sealed envelope. Requests held longer than 10 business days due to holds or non-payment will not be honored. The following fee applies:

Transcript fee \$5 per copy (Cash or check only with this form. If you would like to pay with a credit or debit card, please order online via the link above)

Transcripts will not be issued for any student who has an outstanding account at Grace University. For financial questions, please contact the business office at 402.449.2822.

Student's Name: _____
First Middle Maiden Last

Any former name(s): _____

Mailing Address: _____

City, State, Zip Code: _____

Last term registered: _____ Year _____

Degree received:

- Associates Degree (AA or AB) Bachelors Degree (BA or BS) No degree granted
- Masters Degree (MA or MS) Certification

- Transcripts to be picked up or mailed to student ("Issued to Student").
- Mail transcript now.
- Mail transcript after posting this term's grades.
- Mail transcript after posting degree.
- Special instructions: _____
- ____ Number of copies

Name and address to which transcript should be sent. If transcripts are to be sent to more than one address, please use one form for each address.

Please include zip code. **Please print.**

Student's Signature _____

Date of request _____

Social Security Number _____

Phone Number _____

You may submit this signed form via mail, electronic mail or by fax.
Return completed form to:

Grace University
Office of the Registrar
1311 South 9th Street
Omaha, NE 68108

Scan & Email:
registrar@graceu.edu
Fax: 402.449.2999

For Office Use Only				
Date processed: _____	In person	Email	Fax	USPS
Initial: _____				
Date: _____	Amt: _____	Received by: _____	Cash	Ck