



Office of the Registrar  
 Alabama A&M University  
 PO Box 848  
 Normal, AL 35762  
 256-372-5254

# Transcript Request Form

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

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

Banner No. \_\_\_\_\_

\*Please provide the name you had while at AAMU as a student.

Address: \_\_\_\_\_  
Route, POB, or Number/Street City State Zip

Day phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

# copies requested: \_\_\_\_\_  
 Copies are \$5.00 each.

Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_  
mm/yyyy mm/yyyy

Please check all that apply to you:

- Process now
- I have transfer/transient credits from another school
- End of current semester
- After degree is posted

Purpose of transcript request (REQUIRED): \_\_\_\_\_

Please note: Official transcripts are not issued for personal use.

Send official transcript(s) to:

- |  |  |
|--|--|
| <p>1. _____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>2. _____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|--|--|

The Registrar's Office has my permission to send this transcript to the above named individual or organization.

Student Signature (REQUIRED): \_\_\_\_\_ Date: \_\_\_\_\_

- Ordinarily, transcripts are issued within 3-5 business days of receipt of request. However, during peak times of the year (Jan, May, Aug), the time period is 14-20 business days.
- No faxed requests are accepted.
- Applicant is responsible for the legibility of the addresses. Applicant must provide complete mailing addresses.
- Transcripts are not issued to/for students who have past/current balances at the university.

Check here for pick-up <input type="checkbox"/>  Pick-up Date: _____  <b>*** For Office Use Only ***</b>
--

Please mail your request & fee to: Alabama A&M University Office of the Registrar PO Box 848 Normal, AL 35762
---