

DIXIE STATE UNIVERSITY
Transcript Request Form

1. Complete this form. **Incomplete forms will not be accepted.** To obtain an unofficial transcript, login to “myDixie” on our homepage www.dixie.edu. For assistance, email us at records@dixie.edu or call 435-652-7708.
2. If faxing, send to **(435) 879-4005** or scan and email to records@dixie.edu. If mailing, send to: **Dixie State University, Registrar’s Office, 225 South 700 East, St. George, UT 84770**
3. If credit card information is not included, send either check or money order. Transcript requests will not be processed without accompanying payment.
4. **Fees:** Official Transcript - \$5.00, Unofficial Faxed Transcript – \$6.00
For overnight service – Additional \$20.00 (*must be requested prior to 12:00 p.m.(MST), and include the street address (no P.O. Boxes) and Phone Number of recipient.*)
5. Transcripts will not be released if the student has any holds.

Last Name: _____ First Name: _____

Former Name(s): _____ DSU ID or SSN: _____ Date of Birth: _____

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of official transcripts?: _____ Express? _____ Phone of recipient # _____

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E-mail address: _____ Signature: _____

Mailing information: (if more than 3 addresses, add an additional sheet):

Name/Institution: _____	Contact Name: _____
Address Information: _____	
City: _____	State: _____ Zip: _____

Name/Institution: _____	Contact Name: _____
Address Information: _____	
City: _____	State: _____ Zip: _____

Name/Institution: _____	Contact Name: _____
Address Information: _____	
City: _____	State: _____ Zip: _____

Credit Card Information (Secure transaction – Master Card, Visa, or Discover)

Card Number: _____ Expiration Date: _____

Card Holder Name: _____ Zip Code of Card Holder: _____