



Office of the Registrar  
 7900 West Division  
 River Forest, IL 60305  
 Phone: (708) 524-6774  
 Fax: (708) 524-6943

# TRANSCRIPT REQUEST FORM

**Student Information (All required to identify your record – Please print clearly)**

Date of request \_\_\_\_\_ Student ID number \_\_\_\_\_ Telephone \_\_\_\_\_

Full Name \_\_\_\_\_

Full Name while attending Dominican University \_\_\_\_\_

Current Mailing Address - Street \_\_\_\_\_

Last date of attendance:

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_

**NOTICE:** The enclosed transcript is being forwarded on the condition that it cannot be released in whole or part to any third party without the written consent of the student in accordance with the Family Educational Rights and Privacy Act of 1974.

**Due to the Family Educational Rights and Privacy Act of 1974, a student signature is required for release of transcript.**

**X**

*Student Signature*

*Date*

**PURPOSE OF REQUEST:**

- Scholarship application
- Transfer to another school
- Summer School/Study Abroad
- Employment/Certification
- Graduate School
- Other \_\_\_\_\_

**CHECK ONE (if applicable):**

- Hold for current semester grades
- Hold for graduation information

**CHECK ONE**

- Hold for pick-up (valid photo ID is required)/Quantity: \_\_\_\_\_
- Mail to current address (above)/Quantity: \_\_\_\_\_
- Mail to the following address:

**Note: You are responsible for the address. Transcripts cannot be faxed.**

Number of official transcripts to this name and address: \_\_\_\_\_

Name and address:

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Number of official transcripts to this name and address: \_\_\_\_\_

Name and address:

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**Please attach a second page of addresses if necessary.**

**TRANSCRIPT FEE: \$5.00 per transcript**  
**CURRENT STUDENTS DO NOT PAY \$5 TRANSCRIPT FEE**

**CHECK ONE (if applicable):**

- Overnight Mail Fee: \$20 per address
- Rush Fee: \$10 per request

**Pay by cash, check or money order. Make checks payable to Dominican University.**

**When faxing a request to (708) 524-6943, payments can be made by using Dominican's eMarket link below and selecting "transcripts." Please include receipt with your transcript request.**

<https://commerce.cashnet.com/%20domgem>

**OFFICE USE ONLY**

Transcript sent \_\_\_\_\_  
 Amount paid \_\_\_\_\_