

# SUU SOUTHERN UTAH UNIVERSITY Transcript Request Form

## INSTRUCTIONS

1. Complete all of the information below.
2. SIGN THE REQUEST.
3. Make the appropriate payment.
4. Enter the Credit Card payment order number in the blank provided to assist in matching your request and payment.
5. Submit the Transcript Request Form
  - a. Email to: [transcripts@suu.edu](mailto:transcripts@suu.edu); OR
  - b. Fax to: 1.435.865.8470; OR
  - c. 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 received.

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: \_\_\_\_\_

Are you currently in attending? ☐ Yes ☐ No

Did you attend before 1985? ☐ Yes ☐ No

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)

Payment Order #: \_\_\_\_\_

## FEES

### TRANSCRIPT FEES

Description	Quantity	Fee	Amount
Transcript	<div style="border: 2px solid black; width: 50px; height: 30px; display: flex; align-items: center; justify-content: center;">X</div>	\$8.00 =	\$
Unofficial Transcript	<div style="border: 2px solid black; width: 50px; height: 30px; display: flex; align-items: center; justify-content: center;">X</div>	\$2.00 =	\$

### SENDING FEES

- ☐ Electronically within Utah (\$0.00/address) \$
- ☐ Regular Mail (\$0.00/address) \$
- ☐ FedEx Overnight (\$20.00/address) \$

**TOTAL FEES** (Transcript fees + Sending fees) = \$

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

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

### OFFICE USE ONLY

- ☐ HOLDS CHECKED
- ☐ PAYMENT RECEIVED