



REQUEST FOR OFFICIAL TRANSCRIPTS

University of Nebraska-Lincoln
Transcripts, 107 Canfield Administration Building
Lincoln, NE 68588-0416
Fax: (402) 472-8220

(Please print clearly):

Form with fields for Last, First, Middle, Previous/Maiden, Street, City, State, Zip, Student ID Number, Current Email Address, Phone Number, Last date of Enrollment

PROCESSING INSTRUCTIONS (please choose from the following):

- Process now.
Wait for grades to be posted: Term/Session
Wait for my degree to be posted: May August December
Wait for my grade change or Removal of Incomplete: Course
Wait for undergraduate course repeat GPA Calculation: Course
Wait for correspondence course grade to be posted: Course
Special Instructions:

RELEASE TRANSCRIPT(S):

- To me - Number of copies: (please choose from the following):
I will pick up in 107 Canfield Administration Building.
Mail to my current address listed above.
Separate sealed envelopes are needed.

For Office Use Only
Hold Exists:
Initials:

- And/or mail to the following completed address(es) below:
(Please include institution, agency or business name. No abbreviations.)

Number of copies: To: (Two columns for address entry)

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Notes: Transcripts will NOT be issued if a financial hold exists. Faxed transcripts are not official and can be difficult to read. Transcripts cannot be released without the student's signature.

Student Signature: Date:

