



TRANSCRIPT REQUEST FORM

Instructions: You must show one form of photo identification when ordering in-person. If you are unable to come in-person, a transcript may be requested by mail or fax at 724-836-7176. All transcript requests must have the student's signature and email. A confirmation email will be sent once the transcript has been mailed. Transcripts cannot be faxed. Transcripts can also be ordered online: www.greensburg.pitt.edu/student-resources/registrar/transcripts. Electronic transcripts MUST be ordered online.

Official Transcript fees: \$3.00 - Issued to Student Unofficial Transcript: No Fee
\$6.00 - Mailed
\$31.00 - Rush delivery (\$25.00 rush delivery + \$6.00 transcript fee)

ORDER INFORMATION

Request for: ___ Official Transcript ___ Unofficial Transcript [] Take [] Mail
Please hold my transcript until the following are available for the current term: [] Grades [] Degree

STUDENT/ALUMNI CONTACT INFORMATION

PeopleSoft # Social Security Number Last Date of Attendance (if no longer currently enrolled)
Last Name, First Name, MI Previous Last Name
Current Address
Street, City, State, Zip Code
Daytime Telephone Number Email
Student's Signature Date
[] I am requesting that my Social Security # be included on the Transcript. Student's Signature

SEND TO: (please print)

Name
Address
City, State, Zip Code

PAYMENT INFORMATION

[] I have enclosed my check, payable to UPG, with this request. [] Paid by Cash \$
[] Please charge \$.00 to my Mastercard [] Visa

Office use only Received by / Date: Processed by / Date: