

Transcript Information and Request Form

Your transcript can be released in any of the following ways by completing this form:

- **Official transcript** picked up in our office or mailed to any address requested (no charge).
- **Unofficial transcript** faxed or e-mailed as a pdf document (no charge).

Note: If secure electronic delivery of your official transcript is needed, please place your order through the link provided on the Registrar's Office webpage. (\$2.50 per transcript – credit card required)

You may submit a request for your transcript in any of the following ways:

- **Visit the Registrar's Office** (Room A218, Moench Hall), complete and sign a transcript request form (available in the office) and usually receive your transcript immediately or leave your request to be processed.
- **Submit this signed request via fax, e-mail or regular mail:**

Fax #: 812-877-8141

E-Mail to: turner1@rose-hulman.edu
and/or registrar_dept@rose-hulman.edu

Mail:

Rose-Hulman Institute of Technology
Registrar's Office
5500 Wabash Avenue
Terre Haute, IN 47803

Transcripts are nearly always processed the same day the request is received and are provided at no charge unless ordered through the secure electronic delivery method available on our webpage.

Personal Information: (Please print clearly)

Name: _____
First Middle Last Maiden Student ID # (if known)

Permanent Address: _____
Street Information

City State Zip Phone

Transcript Level (s): Undergraduate Level Graduate Level Both Non-Degree/Special Student Level

Education Information: Current Student Graduated * Did not graduate * *Years of Attendance: _____

Other Information (optional but helpful): Date of Birth: _____

Authorization to release transcript : – I authorize issuance of my transcript as indicated below.

SIGNATURE (REQUIRED) Date Daytime phone where you may be reached in case of questions

Quantity: _____ **MAIL to:** _____
Address: _____

Quantity: _____ **FAX or E-Mail to:** _____
(Unofficial)

Special Instructions: Issue at End of Current Term Issue each transcript in an individual sealed and signed envelope
 Issue After Degree Posted Other comment: _____