



## Transcript Request Form

Transcript orders will be processed within 24 hours during normal business hours if there are no holds preventing processing. Transcripts cannot be faxed, and can only be sent electronically if the order is placed online through the National Student Clearinghouse ([www.nslc.org](http://www.nslc.org)).

Regular processing (24 hours):

**\$5.00** per copy.

**Optional** expedited shipping:

**\$20** within Michigan

**\$35** United States outside of Michigan

**Varies** for International – please check with Office of the Registrar staff for quote based on your specified address.

Student ID # or SSN# \_\_\_\_\_ Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Previous Name: \_\_\_\_\_  
(if different from current name)

Daytime phone #: \_\_\_\_\_ Address: \_\_\_\_\_

Institution(s) attended:  University of Detroit Mercy  Current Student  
 University of Detroit  Former Student – dates of attendance: \_\_\_\_\_ to \_\_\_\_\_  
 Mercy College  
 Other

Number of transcripts requested: \_\_\_\_\_

Process Order:  Now  Normal Processing - \$5 per copy  
 After grades are posted  **Expedited shipping** – see fees above  
 After degree is posted  
Degree will be completed \_\_\_\_\_ month/year

**Student Issued transcript(s):**

All transcripts released to the student will be stamped "Issued to Student". Check with your receiver to ensure they will be considered official before sending.

On demand (in office)  
 Mail to home address above

**Official transcript(s):**

\_\_\_\_\_  
Company Name - Required

Attn: \_\_\_\_\_

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Address Line 2

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

  X    
Student signature authorizing release of transcript(s)

Order processed by: \_\_\_\_\_ Date processed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Charge: \_\_\_\_\_ Paid: \_\_\_\_\_

Student Accounting:

Hold \_\_\_\_\_  
 Clearance Authorized by: \_\_\_\_\_