



UNIVERSITY OF COLORADO AT DENVER AND HEALTH SCIENCES CENTER TRANSCRIPT REQUEST FORM

Please Allow 3 – 7 Working Days For Transcript Processing

Part I – Student Information

Please Print Clearly

Student ID Number/Social Security Number

Current Street Address

Last Name

City State Zip

First Name Middle/Former Name

() _____
Phone Number Birthdate

Name while Enrolled

Email Address

Part II (Check from the following options)

- Mail As Soon As Possible (Free)
- Same Day in US Mail (\$10.00)
- Next Day in US Mail (\$5.00)
- Federal Express Service in USA only (\$20.00)
- Hold For Pick Up (available in 3 days)
- Same Day Pick Up (\$10.00)
- Fax Unofficial Transcript (available in 3 days)
- Same Day Fax (\$15.00)
- Next Day Fax (\$10.00)

Additional Options:

- Hold Until Current Term Grades Are Released
- Hold Until Current Term Degree Is Released
- Separate Envelopes For Each Copy
- Attachment(s) to Transcript**
(Fax/Mail attachments so we may include them with the transcript)

Part III – Delivery Information

Department/Attention

Phone Number

Name of Agency / Institution

Fax Number (For Fax Request)

Current Street Address

CHARGE INFORMATION

City State Zip

Credit Number Type of Credit Card

Country Number of Copies (Up to 10 copies)

Name on Credit Card Expiration Date

Part IV

YOUR SIGNATURE

Today's Date

Transcripts will NOT be processed for the following reasons:

- **Financial Stop** (No transcripts are issued until cleared)
- **No Signature** (No transcript requests are processed without signatures)
- **Incomplete, Illegible, or Unclear Information on Transcript Request Form**
- **Pending changes to transcript records**

Important Notes:

- **Transcripts received by a student will be stamped, "ISSUED TO STUDENT."** (Many institutions do not consider documents stamped "ISSUED TO STUDENT" to be official. Please verify)
- **Facsimile copies are UNOFFICIAL**

Please return this completed form to:
University of Colorado at Denver and Health Sciences Center

**Transcript Office
Campus Box 167
P.O. Box 173364
Denver, CO 80217-3364**

**Phone: (303) 556-2389
Fax: (303) 556-4829**