



**Office of the Registrar
Chatham University
Woodland Road
Pittsburgh, PA 15232**

Transcript Request Form

No transcripts will be released for a student on financial hold.

Only the Office of the Registrar can issue official transcripts. Transcripts cannot be faxed.

Current Name: _____ Student ID#: _____
(Last) (First) (MI) (Optional)

Former Name(s): _____ Last Year of Attendance _____

Current Mailing Address: _____
(Street or PO Box) (City) (State) (Zip)

Phone Number: _____ Email Address: _____

Type of transcript: Undergraduate Level Graduate Level Both

Hold my transcript until the following are available:

Grades for: Fall Spring Maymester Summer and/or **Degree**

Shipping Method:

- Standard Shipping** (no charge) – Transcripts are usually processed within 2 business days. Transcripts are sent (U.S. only) by standard mail.
- UPS Overnight Service** (\$20.00) – Transcripts are sent by UPS Next Day Air (Overnight). Requests must be received by 12 noon Eastern Standard Time for same day shipping. Transcripts cannot be delivered to PO Boxes or on Saturdays.
- Express Pick up** (\$20.00) – Transcripts are issued directly to student upon request. Please note: Many colleges and graduate schools do not accept transcripts that were issued to the student.
- International Shipping** (carrier fees vary) – Credit card or prepayment required. Please call for fee.

Total number of transcripts requested: _____

Total payment enclosed: _____

Send _____ copies of my transcript to:

Send _____ copies of my transcript to:

Student Signature (Required): _____ Date: _____

For requests requiring Express Pick Up, Overnight Mailing Services, or International Shipping:

A check or money order may be provided with mail requests.

Fax requests must include ALL credit card payment information requested below.

Credit Card Type: Visa MasterCard Card #: _____

Expiration (mm/yy) : _____ CID# (Last 3 Digits in Signature Box): _____ Total Amount: _____

Please contact the Office of the Registrar with any questions or concerns: 412-365-2963.

Fax requests to: **412-365-1643** or mail to: **Chatham University, Office of the Registrar, Woodland Road, Pittsburgh, PA 15232**

Mailroom: _____	OFFICE USE ONLY	Registrar: _____
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