

# REQUEST FOR ACADEMIC TRANSCRIPTS



Office of the Registrar  
3901 Rainbow Blvd, MS 4005  
Kansas City, KS 66160-7191  
**PHONE:** 913-588-7055  
**FAX:** 913-588-8841  
**EMAIL:** kumcregistrar@kumc.edu

Regular transcript service (2-3 business days, domestic mail) is free of charge.

Only 1 (one) transcript will be send directly to the student per request.

Express services can be requested by completing an Express Option Form and submitting proper payment. The form can be found at [http://www.kumc.edu/Documents/student%20services/expressoptionsform\(0\).pdf](http://www.kumc.edu/Documents/student%20services/expressoptionsform(0).pdf)

### PLEASE PRINT LEGIBLY

Name: \_\_\_\_\_ KUID #: \_\_\_\_\_

Other Legal Names: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

School/Program while at KUMC: \_\_\_\_\_ Graduating Year: \_\_\_\_\_

Check Mailing Option Below:

- Process now
- Hold** until degree conferral is posted (approximately 4 weeks after graduation.)
- Hold** for current semester's grades and cumulative GPA.
- Hold** for change of grade/incomplete.

**Please order transcripts at least four days before they need to be mailed.**

\_\_\_\_\_ # of Requests

Mail to: \_\_\_\_\_

Mail to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\*It is the student's responsibility to verify mailing address(es) and confirm receipt of transcript(s). Replacement transcript(s) will not be sent after 12 months. After 12 months, a new request and fee (if applicable) must be submitted.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Transcripts will not be provided for students with financial and/or other obligations to the University of Kansas. Transcripts show all work completed at KU. Transcripts from other institutions (high school, undergraduate work, etc.) must be requested directly from that institution.

*For Registrar's Office use only:*

**Date completed:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Batch:** \_\_\_\_\_