

Submission Instructions

Please return via mail to the attention of the Registrar's Office.

University of the Rockies
Registrar's Office
1201 16th St., Suite 200
Denver, CO 80202-1567

Student Information

First Name: _____ Last Name: _____ Student ID: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Date of Birth: _____

Name while attending (if different): _____ Last Date of Attendance (mm/dd/yyyy): _____

Students who provide email addresses will be notified within two business days of receipt of this transcript request. After that time, if you provided an email address and have not received email confirmation that your request was received, please contact the Registrar's Office at the phone number above.

There is a transcript fee for official transcripts. Payment must be made before transcript(s) will be released. Transcripts are released only after all outstanding balances at University of the Rockies are paid in full. Normal processing time is 2-3 business days.

Request For:

Of Electronic Copies (\$6 each): ____

Of Paper Copies (\$8 each): ____

Special Instructions

Hold for Final Grades

Hold for Degree Awarded

Payment Method

Check is enclosed (Payable to University of the Rockies)

Send Transcript(s) To:

Student at the above address

Third party (complete below)

Contact Name: _____ Institution: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name: _____ Institution: _____

Address: _____ City: _____ State: _____ Zip: _____

I authorize the Registrar's Office to release my transcripts to the indicated party(ies).

Student Signature: _____ Date: _____

Electronic signature not accepted