



Official Transcript Request

10/1/08

Please return via fax or email to the attention of the Office of the Registrar.

University of the Rockies, Office of the Registrar, 13480 Evening Creek Drive North, San Diego, CA 92128

◆ Fax: (866) 680-8521 ◆ Email: student.records@rockies.edu ◆ Tel: (866) 621-0124

Student Information (Please Print):

First Name: _____ Last Name: _____ Student ID# (or last 4 digits of SSN): _____

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

Phone: _____ Email: _____ Date of Birth: _____

Name while attending (if different): _____ Last Date of Attendance (mo/yr): _____

Students who provide email addresses will be notified within 1 business day 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 Office of the Registrar at the phone number above.

Request For: Official Transcript # OF COPIES ____

There is a transcript fee of \$5 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 days.

Special Instructions: Hold for Final Grades Hold for Degree Awarded

Send Transcript(s) To:

Student at the above address Third party (write below)

Name: _____ Institution: _____

Address: _____ City _____ State _____ Zip _____

Name: _____ Institution: _____

Address: _____ City _____ State _____ Zip _____

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

Student Signature

Date

Payment Method: Check is enclosed Credit Card
(Payable to University of the Rockies)

Credit Card Information: MasterCard Visa Discover

Cardholder Name (as it appears on card) _____

Cardholder Signature _____ Date _____

Billing Address _____ City _____ State _____ Zip _____

Credit Card Number: _____ Expiration Date: _____ V-Code _____