



Transcript Request Form

Instructions: Complete this form with all applicable information. If you have any type of hold on your records, your transcript will not be issued. If you are picking your transcript up in person, you must show a picture identification card. Please make checks payable to: University of Northern Iowa.

Official Transcript Fees (per copy):

Next Day Pick Up or US Mail: \$15
Instant Pick Up: \$20
UPS Domestic: \$40 (first transcript is \$40, additional transcripts to same address are \$20)
UPS International: Please call (cost varies)
FAXED Transcript: \$22.00 (we will also send one in the US mail after it is faxed)

Student Contact Information:

Last Name _____ First Name _____ Middle Name: _____
UNI ID _____ Social Security # (optional) _____
Phone Number () _____ Email Address _____
Street Address _____
City _____ State _____ ZIP _____ Country _____
Date of Birth _____ Previous Last Name(s) _____

Transcript Request Information:

Send _____ transcripts to the following address (include person and department):

Institution or company

Person and/or Department

Street Address (If sent UPS, cannot be sent to a Post Office Box)

City _____ State _____ Zip Code _____
Please check below for any special requests/handling:
 Instant Pick Up
 Pick Up after 10:00 AM the next business day
 Attach enclosures
 Hold for current semester grades
 Hold until degree is recorded
 Send overnight UPS (available if submitted before 9:30 AM): () _____
 FAX: () _____

Phone Number of UPS Package receiver: _____

Special Instructions:

Student Signature (required): _____ Date: _____

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, your signature is required to authorize release of your transcripts.

For Office Use Only:
Pick Up: _____ Faxed: _____ Mailed: _____ EDI: _____ Payment Received: \$ _____
Payment Received by (staff initials): _____ Date: _____ Payment Type: Check Cash
Bill Student: \$ _____ Money Order Receipt #: _____

University of Northern Iowa Office of the Registrar 115 Gilchrist Hall, Cedar Falls, Iowa 50614-0006
FAX: 319/273-6792 Please call 319/273-2241 if you have questions.