Reset Print

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.

Your student account will be billed for your transcript order. Please do not send cash or check.

Official Transcript Fees (per copy):

US Mail: $15
Instant Pick Up (walk-in only): $20
UPS International: (cost varies — allow 1 week for delivery)
FAXED Transcript: $22.00 (we will also send one in the US mail after it is faxed)
UPS Domestic: $40 (first transcript is $40, additional transcripts to same address are $20)

Are you currently enrolled at UNI ? Yes ☐ No ☐

Student Contact Information:

Last Name _____ First Name _____ Middle Name _____

Previous Last Names(s) _____ Social Security # (optional) _____ UNI ID _____

Phone Number ( ) _____ Email Address _____ Date of Birth _____

Street Address _____

_____

City _____ State _____ ZIP _____ Country _____

Transcript Request Information:

Send _____ transcripts to the following address (include person)

_____
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:

☐ Hold for current semester grades ☐ Hold until degree is recorded

☐ FAX: ( ) _____ (Must provide address to send original transcript)

☐ Send overnight UPS (available if submitted before 9:30 AM)

Must Provide 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: _____

Payment Received by (staff initials):_____ Date:_____

Bill Student: $_____

University of Northern Iowa Office of the Registrar 115 Gilchrist Hall, Cedar Falls, Iowa 50614-0006
Phone: 319/273-2241 FAX: 319/273-6792 Email: registrar@uni.edu www.uni.edu/registrar

Chapter 22 Code of Iowa: This information is requested to process your transcript request. Only directory information may be released to third parties. All items are required, unless noted as optional. Therefore, incomplete forms will not be processed.