

INDIANA UNIVERSITY EAST ~ TRANSCRIPT REQUEST FORM

Once completed, **(a) bring this form in to the office** for in-person processing; **(b) fax it to** (765) 973-8288; or, **(c) mail it to:** Office of the Registrar, Indiana University East, Whitewater Hall, Rm. 116, 2325 Chester Blvd., Richmond, IN 47374. **Payment must be made before your transcript request can be processed** (see payment information below).

University ID: _____ or Last 4 SSN: _____ + Date of Birth: _____
Last Name: _____ First Name: _____ Middle: _____
Name used while attending (i.e. maiden name): _____
Street: _____ City _____ State _____ Zip _____
Email Address _____ Daytime Phone # _____
Student Signature: _____ Date: _____

Processing Request

Unless you indicate otherwise, by selecting any of the following exceptions, we will immediately issue an official Indiana University transcript, including all completed coursework. **Exceptions:**

- Hold for posting of current semester grades
- Hold for posting of degree: (i.e. BA/BS) _____ Grad Date (mm/yy): _____
- Reflect undergraduate coursework only Reflect graduate coursework only

Delivery Option #1 ~ Mail IU transcript to: [\$8.00 per transcript]

Name: _____
Street: _____
City _____ State _____ Zip _____ Country _____
Number of transcripts to be mailed or picked up: _____ x \$8.00/per = Total: \$ _____

Check here to pick-up transcript in sealed envelope.

Delivery Option #2 ~ Send IU transcript electronically to: [PDF delivery option (\$13 per recipient)]

Name: _____ | Name: _____
Email: _____ | Email: _____
Number of PDF transcripts requested: _____ x \$13.00/per = Total: \$ _____

Payment Information

In order to process your transcript request, all financial obligations to the University must be clear/current. This includes your account with the Office of Student Accounts (765) 973-8345 or Student Loan Administration (812) 855-4511. If you have a past balance due with either of these offices, there will be a "hold" on your record and we will not issue your transcript.

- My check is enclosed and is made payable to "Indiana University East"
- I want to pay by Credit Card. **If you want to pay by credit card, then you will need visit the Bursar's Office (Whitewater Hall, Rm. 102) or call them at (765) 973-8345 and provide them with that information over the phone.**

OFFICE USE ONLY	
Bursar encumbrance on student's record? (circle one)	YES or NO
If "yes," send request back to student with instructions on how to clear their "hold." If "no," process request.	
Transcript fee payment processed in the Bursar's Office by _____	
Transcript request processed in Student Records by _____	Date processed _____