



# TRANSCRIPT REQUEST FORM

UNIVERSITY OF MICHIGAN-DEARBORN

1169 University Center  
4901 Evergreen Road  
Dearborn, MI 48128-1491  
(313) 583-6500  
(313) 593-5697 FAX

Student ID Number/Social Security Number \_\_\_\_\_

Birth date (mm/dd/yy) \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Former (If Applicable) \_\_\_\_\_

Current Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Academic Unit \_\_\_\_\_  
(e.g. CASL, Guest, Rack.)

Last Completed Term \_\_\_\_\_

List Degree(s) & Date \_\_\_\_\_  
(U of M-Dearborn degree only)

**NUMBER OF TRANSCRIPTS(S):**

**OFFICIAL** \_\_\_\_\_  Mailed  Picked up  Rushed (\$10.00 fee)  Original Signature (\$10.00 fee)

**UNOFFICIAL** \_\_\_\_\_  Mailed  Picked up

If mailing, submit **EXACT ADDRESS** where transcripts(s) should be sent:

Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECK ONE (If applicable):**

HOLD FOR CURRENT GRADES \_\_\_\_\_ HOLD UNTIL DEGREE IS POSTED \_\_\_\_\_ HOLD TRANSCRIPT CORRECTION \_\_\_\_\_

**OFFICE USE ONLY:**

DATE SUBMITTED \_\_\_\_\_

RUSH FEE PAID \_\_\_\_\_

FED EX FEE PAID \_\_\_\_\_

TIME SUBMITTED \_\_\_\_\_

CHECKED FOR HOLDS \_\_\_\_\_

R&R STAFF INITIALS \_\_\_\_\_

# Transcripts & Records Policies and Regulations

Effective November 26, 2007

There is **NO FEE** for Official & Unofficial Transcripts processed in 3-5 working days.

1) **HOLD CREDITS**

Requests will **not** be accepted if you have any financial obligation outstanding to the University.

2) **TYPES OF TRANSCRIPTS**

Official copies are printed on security paper which includes the University of Michigan-Dearborn seal and the Registrar's signature. Please note: Official transcripts given to the student are stamped **Issued to Student** and may not be accepted by other universities.

Unofficial copies are printed on plain paper and marked **Student Copy**.

3) **PROCESSING**

Please allow up to five (5) working days to process your request for a transcript. Under certain circumstances, such as the end of the term or upon graduation, requests may take longer to process.

**RUSH:** There is a **\$10.00 per transcript** fee for Rush transcript requests. Request submitted by 12:00 p.m. may be picked up after 4:00 p.m. the same day. If the request is submitted after 12:00 p.m., the transcript(s) can be picked up any time after 8:30 a.m. the next business day.

**Federal Express:** Transcripts sent by Federal Express are considered **RUSH** requests. In addition to the rush fee, there is a \$20.00 (priority overnight) or \$18.00 (standard overnight) FedEx fee. Requests must be submitted by 12:00 p.m. in order to be sent out the same day. If requested after 12:00 p.m., they will be sent out the next business day.

**FAX:** Transcripts will only be faxed when the \$10.00 Rush Fee is paid.

**Original Signature:** There is a \$10.00 per transcript fee for transcripts requiring the original signature of the Registrar.

4) **STUDENT RECORDS ARE CONFIDENTIAL RECORDS**

Transcripts will be released only upon written request of the student.

5) **PARTIAL TRANSCRIPTS ARE NOT ISSUED**

Each transcript will include the student's complete academic record at the University of Michigan-Dearborn. No partial transcripts will be issued.

6) The transcript(s) you presented for admission have become an integral part of the files of the admitting offices and cannot be released, either directly or for copying purposes. It will be necessary for you to write directly to the institutions concerned to obtain copies of your previous records. In addition, documents such as SAT/ACT scores are not available from the Records Office.