



## TRANSCRIPT REQUEST FORM

**Instructions:** You must show one form of photo identification when ordering in-person. If you are unable to come in-person, a transcript may be requested by mail or fax at 724-836-7176. All transcript requests must have the student's signature and email. A confirmation email will be sent once the transcript has been mailed. Transcripts cannot be faxed. Transcripts can also be ordered online: [www.greensburg.pitt.edu/student-resources/registrar/transcripts](http://www.greensburg.pitt.edu/student-resources/registrar/transcripts). Electronic transcripts MUST be ordered online.

Official Transcript fees: \$3.00 – Issued to Student                      Unofficial Transcript: No Fee  
    \$6.00 – Mailed  
    \$31.00 – Rush delivery (\$25.00 rush delivery + \$6.00 transcript fee)

### ORDER INFORMATION

Request for:     Official Transcript                       Unofficial Transcript                       Take                       Mail  
 Please hold my transcript until the following are available for the current term:                       Grades                       Degree

### STUDENT/ALUMNI CONTACT INFORMATION

PeopleSoft #                      Social Security Number                      Last Date of Attendance (if no longer currently enrolled)  
 \_\_\_\_\_                      XXX-XX- \_\_\_\_\_                      \_\_\_\_\_  
 Last Name, First Name, MI                      Previous Last Name  
 \_\_\_\_\_                      \_\_\_\_\_  
 Current Address  
 \_\_\_\_\_  
 Street, City, State, Zip Code  
 \_\_\_\_\_  
 (\_\_\_\_\_) \_\_\_\_\_                      \_\_\_\_\_  
 Daytime Telephone Number                      Email  
 \_\_\_\_\_                      \_\_\_\_\_  
 Student's Signature                      Date  
 \_\_\_\_\_                      \_\_\_\_\_  
 I am requesting that my Social Security # be included on the Transcript.                      \_\_\_\_\_  
    Student's Signature

### SEND TO: (please print)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_

### PAYMENT INFORMATION

I have enclosed my check, payable to **UPG**, with this request.                       Paid by Cash                      \$ \_\_\_\_\_  
 Please charge \$ \_\_\_\_\_ .00 to my .....                       Mastercard                       Visa  
 Account Number \_\_\_\_\_                      Expiration Date \_\_\_\_\_

<b>Office use only</b>	<b>Received by / Date:</b>	<b>Processed by / Date:</b>
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