



ONLINE TRANSCRIPT REQUEST FORM

UNIVERSITY OF COLORADO
AT COLORADO SPRINGS
RECORDS OFFICE

UCCS RECORDS
1420 AUSTIN BLUFFS PKWY
MAIN HALL 108
PO Box 7150
COLORADO SPRINGS, CO 80933
PHONE: (719) 262-3361
FAX: (719) 262-3116
WEB: WWW.UCCS.EDU
EMAIL: ADMREC@UCCS.EDU

TRANSCRIPT PROCESSING:

REGULAR PROCESSING

- Official Transcript - NO CHARGE
Note: Allow 3 to 5 working days for delivery.

SPECIAL PROCESSING

(Faxed and Special Processing requests must be received by the Transcript Office no later than 4:00 p.m.)

- Same Day Transcript \$10 (2 official copies, same address)
 Same Day (Faxed) \$20 (unofficial 1 copy)
 Next Day (pickup) \$5 (2 official copies, same address)
 Next Day (mail) \$5 (2 official copies, same address)
 Next Day (Faxed) \$10 (unofficial 1 copy)
 Credit Card payments: (All information must be filled in)
 Visa MasterCard (Only)
Credit Card # _____
Expiration Date _____ Month _____ Year
Cardholder's Name _____
(As it appears on the card)

STUDENT INFORMATION:

(all contact information must be completed)

Name _____

Previous Names _____

Student # _____ - _____ - _____

Birthdate _____ / _____ / _____
Month Day Year

Home Work Cell () _____

Address _____

City _____ Zip _____

Student email _____

Did you attend Beth-El Nursing College before Fall 1997? No / Yes

SPECIAL INSTRUCTIONS:

- ____ Number of Copies
(faxed transcripts are limited to 1 copy per request)
- Separate Envelopes? (Yes / No)
- Hold for _____ term grades
- Hold for degree: _____ Term
- Hold until grade change is posted
Course: _____
Term: _____ Grade change from _____ to _____

MAIL TO:

Complete a request form for each addressee

- (Check if address is same as above)

CITY _____

STATE _____ ZIP _____

FAX # (if being faxed) () _____

I hereby authorize the release of my transcript. I acknowledge that the University has no control over receiving faxed transcripts. Therefore, my faxed transcript might be viewed by other than the desired recipient. I also understand that transcripts cannot be issued if a financial hold exists on my account.

Student Signature _____ Date: _____