



# 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) 255-3361  
FAX: (719) 255-3116  
WEB: [WWW.UCCS.EDU](http://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 (1 unofficial copy)
- Next Day (Pickup) \$5 (2 official copies, same address)
- Next Day (Mail) \$5 (2 official copies, same address)
- Next Day (Faxed) \$10 (1 unofficial copy)

## 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: \_\_\_\_\_