



Student Information

Full Name: _____ Date of Birth: _____
 Name While Enrolled: _____ Dates of Attendance: _____ to _____
 Street Address: _____ Daytime Phone Number: _____
 City: _____ State: _____ Zip Code: _____ Email Address: _____

<input type="checkbox"/>	US First Class Mail or International Air Mail (Please allow 7-10 business days processing)	\$15/ copy	
<input type="checkbox"/>	Pick-Up (Same Day Processing) Transcripts will be ready for pick-up in Main Hall Room 108. Third Party Pick-Up (Optional — Photo ID Required) Print Name: _____	\$20/ copy	
<input type="checkbox"/>	FedEx Express® U.S. Services (FedEx does NOT deliver to P.O. Boxes) Delivery Phone Number required: _____ <input type="checkbox"/> Deliver without signature (\$25 FedEx surcharge applied to orders including this option)	\$15/ copy	
<input type="checkbox"/>	FedEx Express® International Services (FedEx does NOT deliver to P.O. Boxes) Delivery Phone Number required: _____ <input type="checkbox"/> Deliver without signature (\$47 FedEx surcharge applied to orders including this option)	\$15/ copy	
		Total	

I hereby authorize the release of my transcript. I understand that transcripts cannot be issued if a financial hold exists on my account.

Student Signature: _____ Date: _____

Your request will not be processed without your signature!

Deliver To Address: *Complete one request form for each addressee.*

Check if same as above:

Payment Information**:

Check: Please make checks payable to: UCCS

**For your security, UCCS does not accept credit/debit card numbers via mail or phone.

**Do not send cash.