

Transcript Request Form



Colleges and universities follow a set of formal procedures to release student transcripts to other schools. You must request that all of your transcripts be sent **directly to Regis from your previous school(s)**, displaying the school's official seal and signatures. **Transcripts sent to you first, or stamped "student copy," "issued to student," or "unofficial" or taken from website will not be accepted as official transcripts.** Regis University graduates need not request transcripts.

Most schools require a request in writing from you and will charge you a fee for sending your transcript(s) to Regis University. Fill out and send this form along with your transcript fee payment to each of your schools.

.....
Please make additional photocopies of this form as needed.

Last Name	First	Middle
-----------	-------	--------

Social Security Number

Street Address

City	State	Zip
------	-------	-----

Name on Transcript (if different from above)

Name of Institution

_____ to _____

Dates Attended: Semester/Year	Semester/Year
_____ Day	_____ Evening
_____ Evening	_____ Extension

Degree/Certificate Awarded

Please send one copy of my transcript to:
Regis University
Office of Admissions
3333 Regis Boulevard, mail code P-28
Denver, CO 80221-1099

_____ Please send an additional copy of my transcript to the following address:
Name _____
Address _____

Payment Enclosed \$ _____ (*Contact your former school(s) for their transcript fees.*)

Student Signature

Date Requested

Mail a copy of this form along with applicable fees directly to your previous institution(s).