OFFICE OF THE REGISTRAR

3333 Regis Blvd., A-8 | Denver, CO 80221-1099 | 303.458.4126 | 800.568.8932 | registrar@regis.edu

Transcript Request

Answer all questions completely to expedi	ite processing:
School Attended: Regis University	Loretto Heights College
Regis ID:	or Last 4 digits of Social Security #:
Name:	
Last	First M.I.
Previous name used at Regis University/Loretto He	eights College:
ast	First M.I.
Street:	Birth Date:
Dity:	Last Year of Δttendance:————————————————————————————————————
State: Zip Code:	Contact Number:
Zip Oode	Email:
	scripts are \$14.00 per each transcript request. Please attach checks and any request received without payment will not be processed. If you wish Regis University to HOLD your transcript request until grades are posted, certificate or degree is awarded or until recording of teacher licensure recommendation, please do not complete this form, but order your transcript from www.studentclearinghouse.org.
Street:	
	z:Zip Code:
Total number of transcripts requested:	at \$14.00 a piece makes the total amount for this request:
Name/Organization:	
Street:	
	z:Zip Code:
Total number of transcripts requested:	at \$14.00 a piece makes the total amount for this request:
Total Number of Copies Requested:	Total Amount:
Regulations governing the release of transcrip	t/s
. As required by the Family Educational Rights	and Privacy Act of 1974, requests for transcripts must include the student's
signature for release of confidential information	on.
. Transcript requests by phone or e-mail are no	•
Financial obligations to the University must be	•
• •	ed within 3 to 5 business days. Please allow at least two weeks for delivery.
 Transcripts cannot be faxed. Same-day pick 	k-up is available at the Lowell campus only .
Signature:	Date:

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Requested by (Name):			
	ame/Organization; it will :	slow the processing time of your transcript request.	
Name/Organization:	-		
Street:			
		Zip Code:	
	at \$14.00 a piece makes the total amount for this request:		
Name/Organization:			
Street:			
		Zip Code:	
	at \$14.00 a piece makes the total amount for this request:		
Name/Organization:			
		Zip Code:	
Total number of transcripts requested:	at \$14.00 a piece makes the total amount for this request:		