

PRINT, COMPLETE, AND MAIL/ FAX TO THE ADDRESS/FAX # LISTED BELOW:



UNIVERSITY  
of NORTH  
ALABAMA

### TRANSCRIPT REQUEST FORM

Mail to: University of North Alabama, UNA Box 5044,  
Florence, AL 35632-0001 or Fax to: (256) 765-6014

Note: Faxed transcript requests do not get priority processing.  
They will be processed within 24-48 hours of request

Print Full Legal Name: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden) Provide all Last Names

SOCIAL SECURITY NUMBER	BIRTHDATE
- - -	/ /

ATTENDANCE	
Currently Enrolled	Yes _____ No _____
Year First Attended	_____
Year Last Attended	_____
Date Graduated	_____
Degree Awarded	_____

SPECIAL INSTRUCTIONS	
_____	Number of Copies of Bachelor
_____	Number of Copies of Graduate (Masters or above) record to be sent
_____	Official
_____	Unofficial
<b>PLEASE CHECK (1) OF THE FOLLOWING</b>	
_____	Mail Now
_____	Will Pick Up (after 3 p.m. on _____)
_____	Hold for Current Semester Grades

IMPORTANT INFORMATION
<ol style="list-style-type: none"> <li>1. Financial obligations to the University of North Alabama must be cleared before transcript can be released.</li> <li>2. The first transcript is free; all other copies are \$5.00 per copy.</li> <li>3. Transcripts are released only at the written request of the student.</li> <li>4. Transcripts are usually mailed 24 hours after receiving the request, except when the request is held for a Change of Grade, Degree Entry or end of semester grading.</li> <li>5. This form must be completely filled out for processing.</li> </ol>

Student Signature \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

**IMPORTANT** Please print address clearly! You can either mail or fax this form to the above address/fax number.

**METHOD OF PAYMENT:**

- Check \_\_\_\_\_
- Money Order \_\_\_\_\_
- Credit Card # \_\_\_\_\_ Expires \_\_\_\_\_
- Bill me \_\_\_\_\_

**CURRENT ADDRESS:**

**MAIL TRANSCRIPT TO:**

\_\_\_\_\_  
\_\_\_\_\_  
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