

PURDUE UNIVERSITY
OFFICE OF THE REGISTRAR
Hovde Hall of Administration
610 Purdue Mall
West Lafayette, IN 47907-2040

ACADEMIC TRANSCRIPT REQUEST

Reg. Form 501- Rev. 10/05

PLEASE PRINT

(1) NAME

LAST FIRST MIDDLE

(2) PUID/STUDENT ID# _____

MAIDEN NAME OR OTHER NAME UNDER WHICH RECORDS MAY BE FOUND _____

(3) ADDRESS

STREET

(4) DATE OF BIRTH _____

CITY STATE ZIP CODE

DAYTIME TELEPHONE NUMBER

(5) I AM NOW ATTENDING PURDUE AT THE (check one): WL; CAL; FW; NC; IUPUI; TSW; EXT CAMPUS
 I LAST ATTENDED PURDUE IN _____ (Year)

(6) WRITTEN SIGNATURE _____

(7) DATE _____

More than one transcript may be sent to a given address. If you wish to have us mail your transcript(s), enter the appropriate recipient name and address information below. If you prefer to pick up your transcript (West Lafayette only), write "PICK UP" in the "Recipient Name" area and leave the address area blank. **DO NOT use "PICK UP" for requests to be held for grades or degrees.** If your transcript requires special handling (e.g. an attachment, a special certification, a special envelope, etc.) please so indicate and attach any appropriate forms/documents to this request when submitting it to the Office of the Registrar. AS A SERVICE TO OUR STUDENTS AND ALUMNI, PURDUE UNIVERSITY PROVIDES ACADEMIC TRANSCRIPTS AT NO CHARGE. HOWEVER, THERE IS A CHARGE FOR EXPRESS MAILING, WHEN NEEDED. When you have completed this form, bring it to the Office of the Registrar or mail it to the address shown at the top of the form. You may also fax your request to us at: (765) 494-0570. **WE DO NOT FAX OFFICIAL TRANSCRIPTS.**

REMINDER: The Indiana Code states that a person who falsifies a college transcript or diploma with the intent to obtain employment or an educational opportunity commits deception, a Class A misdemeanor. A person who commits a Class A misdemeanor shall be imprisoned for a fixed term of not more than one (1) year; in addition, he may be fined not more than five thousand dollars (\$5,000).

TRANSCRIPTS ORDERED FOR PICK UP MUST BE CLAIMED WITHIN 10 WORKING DAYS. A PICTURE ID IS REQUIRED TO PICK UP TRANSCRIPTS.
REQUEST #1 NUMBER OF TRANSCRIPTS FOR THIS REQUEST _____

ISSUE TRANSCRIPT(S) NOW; HOLD FOR CURRENT SESSION GRADES; HOLD FOR CURRENT SESSION PURDUE DEGREE

RECIPIENT NAME _____

RECIPIENT ADDRESS _____

SPECIAL HANDLING REQUIRED (if any)
 ATTACHMENT

OTHER (specify) _____

EXPRESS MAILING (FEDERAL EXPRESS OR UPS ONLY) _____

(NOTE THAT EXPRESS MAIL COMPANIES WILL NOT DELIVER TO A P.O. BOX. A STREET ADDRESS IS REQUIRED.)

CHECK ONE:

CHECK ATTACHED IN THE AMOUNT OF \$25.00 PAYABLE TO: **PURDUE UNIVERSITY.**

BILL CREDIT CARD (ONLY VISA, MASTERCARD OR DISCOVER ACCEPTED) IN THE AMOUNT OF \$25.00 FOR EXPRESS MAIL SERVICE PROVIDED BY FEDERAL EXPRESS OR UPS.

CREDIT CARD TYPE _____

CARD NUMBER _____

EXPIRATION DATE _____

CHECK HERE IF MAKING ADDITIONAL REQUEST(S) ON REVERSE SIDE.

