



Printable Transcript Request Form

Complete this form to request your official Upper Iowa University transcript. Transcripts can also be requested online at www.getmytranscript.org. This printable form CANNOT be used to request electronic (emailed) transcripts. If you wish to order an electronic transcript, you must complete your request online. More info can be found at uiu.edu/transcripts.

Your Information

Name: _____
Last/Family Name First/Given Name Middle Name

Email: _____ Phone: _____

Mailing Address: _____
Street Address City State Zip

List ANY previous names you have used: _____

Date of Birth: ____/____/____ SSN: _____
Month Day Year Not Required

I am a: Current UIU Student Past UIU Student: Approximate Years Attended: _____

Transcript Information

When listing your recipient, include the specific person and/or department (if applicable) as well as the complete mailing address.

Request #1

Number of copies to this address: _____ (\$10 per copy)

Send: As is
 Hold until grades are posted in my current classes
 Hold until my current degree is posted

Mail transcript to: _____

Request #2 (Optional)

Number of copies to this address: _____ (\$10 per copy)

Send: As is
 Hold until grades are posted in my current classes
 Hold until my current degree is posted

Mail transcript to: _____

UIU transcripts contain all course work completed at the University. "Issued to Student" will appear on all transcripts handled by the student. If you have an outstanding balance on your account, your transcript may not be released. To potentially allow a temporary release of your transcript, please complete the Request for Temporary Release of Financial Transcript Hold form available at uiu.edu/transcripts in the FAQ section. The completed form will be reviewed and a formal decision will be made regarding your request. For further assistance, contact Student Accounts at businessoffice@uiu.edu.

I authorize the release of my transcript to the party/parties listed above.

Signature: _____ Date: _____

Returning this Form

Option 1: Mail to Upper Iowa University, SEC Transcript Processing, PO Box 1857, Fayette, IA 52142. Please include payment.

Option 2: Scan and email to transcripts@uiu.edu or fax to 563-425-5287. Visit uiu.edu/transcripts. Click How do I make a request via mail, email, or fax? in the FAQ and follow the eMarket link to submit your payment.