



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 or fax number (some recipients do NOT consider faxed transcripts official).

Request #1

Send via: Mail (\$8 per copy) Number of Copies: _____
 Fax (\$10 per copy)

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

Send transcript to: _____

Request #2 (Optional)

Send via: Mail (\$8 per copy) Number of Copies: _____
 Fax (\$10 per copy)

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

Send transcript to: _____

Signature

UIU transcripts contain all course work completed at the University. "Issued to Student" will appear on all transcripts handled by the student. Transcripts will not be furnished for any applicant whose financial obligations to the University have not been satisfied.

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 the eMarket link to pay.