



Transcript Request Form

Current Name: _____
First Middle Last

Name(s) when enrolled (if different from above): _____

Student ID*: _____ Date of Birth: _____

*If you do not know your Student ID, you will be asked to verify your SSN when calling to provide payment.

Current address: _____
Street City State Zip Code

Phone number and/or email: _____

Reason for Request (Please Circle):

Summer/Concurrent Enrollment Transfer Employment Licensure/Certification Grad School Scholarship Application Personal Use Other: _____

Signature: _____ Date: _____

Request cannot be processed without a handwritten, pen-to-paper signature

- ☐ Mailed or available for pick-up in the Registrar's Office within 5 business days – \$15.00 per copy
- ☐ Same day processing-mailed or immediate pick-up - \$15.00 per copy + \$10.00 expedited charge (in person or via email only)
- ☐ Fed Ex Overnight-\$15.00 per copy + \$80 FedEx shipping charge (additional charges may apply for international shipping, you will be contacted before being charged) – **Fed Ex orders must be received by 12:00 p.m. CST**

For electronic transcript delivery please visit: www.parchment.com/u/registration/32785/account

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If you are submitting the form via email (transcripts@bradley.edu) or fax (309) 677-2715, please call our office at (309) 677-3375 to provide SSN and payment once you have submitted the form.

☐ Credit Card Payment \$ _____

☐ Check enclosed (for mailed only) \$ _____

(Please make checks payable to Bradley University)

For office use only: Received by _____ Date _____