

## TRANSCRIPT REQUEST FORM

You are encouraged to request transcripts online from Parchment.com. If you cannot use Parchment, complete this form and return it by mail, fax, or email. Please see footer for contact information.

Please Process   Now All transcript requests are processed in the order received. Please allow 5-7 business days for processing.    Later (please select from the following options)	Last Name	Firs	t Name	MI	Previous/Maiden Name	Date of Birth
Student UNHS 10   Email Address   Phone Number   Last Year of Enrol	Current Home Address					
PROCESSING INSTRUCTIONS (please let us know when we should process your request)    lease Process:   Now   All transcript requests are processed in the order received. Please allow 5-7 business days for processing.   leater (please select from the following options) >   Course Completion:   Please indicate the course or courses you wish to complete   Please indicate when you intend to graduate	City	Sta	te/Province	Zip/Postal Code		Country
Please Process:   Now   All transcript requests are processed in the order received. Please allow 5-7 business days for processing.   Later (please select from the following options) >   Course Completion:   Please indicate the course or courses you wish to complete   Please indicate the course or courses you wish to complete   Please indicate the ourse or courses you wish to complete   Please indicate when you lintend to graduate   Please and when you lintend to graduate   Please indicate	Student UNHS ID	Email Address		Phone Number		Last Year of Enrollment
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Please indicate the courses you wish to complete    Do you have any other instructions for processing your transcript request?   Other:   Please indicate when you intend to graduate	Please Process:	Now All transcript requests are prod	essed in the order rece	ived. Please allow 5-7	business days for processing.	
Other:    Other:   Ot				Please indica	ate the course or courses you wish to complete	
Send my transcript using:   USPS / Postal mail   Delivery times will vary depending upon destination. Please allow adequate time for delivery.	Du you nave any other n	nstructions for processing your transcript request?		Please indica	ate when you intend to graduate	
FedEx Priority Overnight   A street address and phone number must be provided for each destination. You are responsible for all shipping fees be emailed regarding payment once the transcript(s) are ready to be shipped.	. SHIPPING IN	ISTRUCTIONS (please indic	ate how and whe	re we should ser	nd your transcript)	
be emailed regarding payment once the transcript(s) are ready to be shipped.    Send my transcript to my home address listed above. No. of copies:     Send my transcript to the address / addresses I have listed below. (Please print legibly or type. A complete address is required.)   In of copies:     To:     Address:     Phone:     Phone:     Phone:     Address:     Address:     Address:     Phone:	end my transcript using:	USPS / Postal mail ► Deliv	ery times will vary dependi	ng upon destination. Pleas	se allow adequate time for delivery.	
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SIGNATURE (Please sign on the appropriate line below. Transcripts will not be released without a handwritten signature.)  Parent Signature (student is under the age of 18)  *Signature must be handwritten  Date	ddress:			_ Address: _		
SIGNATURE (Please sign on the appropriate line below. Transcripts will not be released without a handwritten signature.)  Parent Signature (student is under the age of 18)  *Signature must be handwritten  Date				_		
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*Signature must be handwritten	Parent Signature (student	t is under the age of 18)			Nate	
Student Signature (student is 18 or older)			*Signature must be handy	vritten		



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