

You are encouraged to request transcripts online from [Parchment.com](https://www.parchment.com). If you cannot use Parchment, complete this form and return it by mail, fax, or email. Please see footer for contact information.

1. STUDENT INFORMATION *(please print legibly or type)*

Last Name	First Name	MI	Previous/Maiden Name	Date of Birth
Current Home Address				
City	State/Province	Zip/Postal Code	Country	
Student UNHS ID	Email Address	Phone Number	Last Year of Enrollment	

2. PROCESSING INSTRUCTIONS *(please let us know when we should process your request)*

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

My UNHS Graduation: _____
Please indicate when you intend to graduate

Other: _____

Do you have any other instructions for processing your transcript request?

3. SHIPPING INSTRUCTIONS *(please indicate how and where we should send your transcript)*

Send my transcript using: USPS / Postal mail ▶ Delivery times will vary depending upon destination. Please allow adequate time for delivery.

FedEx Priority Overnight ▶ **A street address and phone number must be provided for each destination. You are responsible for all shipping fees and will 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.)

No. of copies: _____ To: _____	No. of copies: _____ To: _____
Address: _____	Address: _____
_____	_____
_____ Phone: _____	_____ Phone: _____
No. of copies: _____ To: _____	No. of copies: _____ To: _____
Address: _____	Address: _____
_____	_____
_____ Phone: _____	_____ Phone: _____

4. 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) _____ Date _____
*Signature must be handwritten

Student Signature (student is 18 or older) _____ Date _____
*Signature must be handwritten