



UNIVERSITY OF SOUTH ALABAMA

English Language Center
TRANSCRIPT REQUEST FORM

(prior to Fall 2016)

All transcript requests for Fall 2016 or after will need to be requested through the Registrar's Office.

J-number: J _____

Date: _____

Last Name First Name Middle Name

Campus Box or Mailing Address

Current Phone Number Email (to confirm request has been processed)

Birthdate: mm / dd / yy Maiden or former name(s):

Last date of attendance (MM/YY): If after August 2016, you will need to request from the Registrar's Office.

If you have an outstanding balance, we will not be able to process this request.

Transcript delivery (Please check one.)

I will pick my transcripts up in Meisler Hall 2200. *PHOTO ID IS REQUIRED FOR PICK UP.

Please send my transcripts to the address(es) listed below. **If you are not requesting this in person, you need to provide a copy of your student ID.**

Mailing Address(es) and Special Instructions:

Must include person/institution name with each address. (Additional addresses can be listed on the back.)

Three horizontal lines for mailing address and special instructions.

Requestor Signature (required)

Please allow 7-10 business days for your request to be processed.