



Transcript Order Form

Please complete a separate form for each request unless requesting multiple copies to the same address.

Office of the Registrar
266 University Pavilion
303 E. Kearsley Street
Flint MI 48502
(810) 762-3344
FAX (810) 762-0772

All financial obligations to the University must be met before an official transcript is released. We offer two services:
Standard: \$4.00 per copy. Allow 5 business days processing time.
Rush: \$8.00 per copy. Allow 2 business days processing time.
Transcripts will be mailed via US Postal Service, with first-class postage. The processing times above do not include time in the mail. Please take this into consideration when choosing which service you require. We do not fax transcripts.

Office Use only

Holds? No
 Yes _____
Rush?
Amount Paid \$ _____

Student ID# (REQUIRED) _____ Telephone No. (REQUIRED) (_____) _____

Last Name _____ First Name _____ MI _____ Former Name(s) _____

Current Address _____ Apt. No. _____ City, State, Zip _____ Birth Date _____

Is this address to be used as your permanent address on your University of Michigan – Flint record? Yes No

Dates of Attendance: From: _____ To: _____

Major: _____ Date of graduation and degree received: _____

- Process the transcript:
- Now
 - After my (semester) _____ (year) _____ grades have been posted.
 - After my degree has been posted. Anticipated degree date: _____
 - After my grade change has been processed. Course & semester: _____

Enter the number of copies to be sent to the address below _____

Please print clearly in the box to the right the COMPLETE name and address of the person or office you want to receive this transcript. If you want to pick up your transcript, write "PICK UP" in the box. You must show picture ID when you pick up your transcript.

If you are unable to pick up your transcript, you may have a designee pick it up for you. Your designee must come to the Registrar's Office with a written letter of consent that names the designee and is signed by you. Designees must show their own personal picture IDs when they come to pick up your transcripts.

Student is responsible for correct address

Do you need this in a sealed envelope? Yes No

Student's Signature (REQUIRED): _____ Date: _____

Payment Information (Please write legibly)

If you wish to pay for your transcript over the phone, call the Cashier's Office at (810) 762-3490.

Transcripts will not be processed until fee is paid. Choose One: Standard Service \$4.00 per copy Rush Service \$8.00 per copy

Total Fees: \$ _____ Method of Payment: Cash Credit Cards Check Check #: _____

Make check out to **University of Michigan – Flint**

We accept Visa, MasterCard, and Discover. If you choose to pay by credit card, the following information is required.

CC#: _____ 3-digit security code _____ Exp. Date: _____