

TRANSCRIPT REQUEST

Use this form to order transcripts by mail. **DO NOT FAX THIS FORM.** Due to recent changes in Federal credit card compliance regulations, we can not process transcript requests by fax.

Cost is \$10.00 per transcript plus any additional costs for special delivery, if applicable.



10 Funkhouser Building
Lexington, KY 40506-0054
(859) 257-3161

PLEASE PRINT LEGIBLY

Date _____

SS # / Student ID # _____ Date of Birth _____

Name and Address	Name		
	Last	First	Middle
Address	Street		
	City	State	Zip Code
Former Last Name		Phone #	
Email			

Did you attend UK prior to Fall 1988? Yes No

If YES, what years: _____

Did you attend Northern Community College or Fort Knox? Yes No

If YES, what years: _____

PLEASE NOTE: If you attended prior to 1988, your request may take longer as those records are on microfilm.

This office does not process transcripts for the Colleges of Medicine or Dentistry.

Mail to:	
Name and Address	

In accordance with Federal Law and KRS 164.283, records cannot be released without the written consent of the student.

STUDENT'S SIGNATURE:

R010 (Rev. 02/10)

CHECK ALL THAT APPLY:

- MAIL**
- PICK-UP**
 - Place each transcript in an official envelope with Registrar's stamp.
- HOLD for end of semester grades**
 - Fall Spring Winter
 - 4-week 8-week
- HOLD for posting of degree**
 - Degree _____
 - Term _____
- HOLD for grade change or repeat option**
 - Course _____ Grade _____
 - Term _____

SPECIAL DELIVERY

We use the U.S. Post Office for special delivery requests. Please read each option below and check which you prefer. Requests for special delivery received by noon (12 P.M. eastern) will be processed the same day. Requests received after 12 P.M. will be processed the following working day.

- Express Mail** – overnight delivery to most locations. We must have a complete street address or post office box, city, state, zip code and telephone number for overnight service. We use the USPS flat rate delivery at a cost of \$18.30. Please include this amount in your check or money order in addition to the \$10 per transcript fee.
- Priority Mail** – delivery within 2-3 days to most locations. We use the USPS flat rate delivery at a cost of \$4.95. Please include this amount in your check or money order in addition to the \$10 per transcript fee.
- International Priority Mail – Normal Option: \$11.45.** Once your transcript request is received in our office, the transcript will be mailed within 2-3 business Requests for transcripts for work completed prior to Fall 1988 may take longer to produce as this information is on microfiche.
- International Express Mail – RUSH Option: \$26.95.** Requests for special delivery received by noon (12 P.M. eastern) will be processed the same day. Requests received after 12:00 p.m. will be processed the following work day. Rush Express Mail option is express overnight delivery to most locations. We must have a complete street address or P.O. Box, city, state and zip code and telephone number for overnight service. We use the USPS flat rate delivery at a cost of \$26.95.

We are not responsible for delays in delivery by the Post Office. Prices are subject to change by the USPS.

TOTAL # OF TRANSCRIPTS _____

NOTE: Transcripts will not be released if the student has an outstanding financial obligation to the University of Kentucky. Transcripts sent to or picked-up by student will state "Official Transcript Issued to Student."

OFFICE USE ONLY:

Amount Due: _____

Holds Checked: _____