

# TRANSCRIPT REQUEST

Cost is \$10.00 per transcript.



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

PLEASE FILL OUT COMPLETELY

Date \_\_\_\_\_

SS # / Student ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_

<b>Name and Address</b>	Name		
	Last	First	Middle
Address	Street		
	City	State	Zip Code
	Former Last Name		Phone #
Email			

Are you currently enrolled?  Yes  No

Did you attend UK prior to fall 1988?  Yes  No

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

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

PLEASE NOTE: The University maintains the academic records for students who attended Northern Community College through 1972. Students who attended after 1972 should contact Northern Kentucky University for their records.

The University maintains the academic records for students who attended Fort Knox through 1988. Students who attended after 1988 should contact Elizabethtown Community and Technical College.

Dates of attendance at UK: \_\_\_\_\_ to \_\_\_\_\_

*This office does not process transcripts for the Colleges of Medicine or Dentistry; please contact those offices directly.*

<b>Mail to:</b>	

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

<b>STUDENT'S SIGNATURE:</b>
_____

R018 (Rev. 06/18)

**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."

<b>OFFICE USE ONLY:</b>
Amt. Paid: _____ Holds checked: _____

CHECK ALL THAT APPLY:

- MAIL** – Sent by USPS 1st Class. Must allow up to 10 business days for delivery by USPS.
- 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 \_\_\_\_\_

**United States Postal Service (USPS) First Class Delivery** is included in the \$10 charge for the transcript. For expedited delivery, please see the information below.

EXPEDITED DELIVERY

**Expedited delivery can be used by those with academic work prior to fall 1988 but mailing times will not apply.**

- Domestic (within the U.S.) Priority Mail** - \$6.70\* (add \$10 for the cost of each transcript) – Transcript will generally be mailed the same day if the request is received in the Registrar's Office by noon (12 P.M. E.T.). If received after 12 P.M., the transcript will be mailed the next business day. USPS indicates delivery within 2-3 business days. Tracking numbers are not available with this option.
- Domestic (within the U.S.) Priority Mail Express** - \$24.70\* (add \$10 for the cost of each transcript) – Transcript will generally be mailed the same day if the request is received in the Registrar's Office by noon (12 P.M. E.T.). If received after 12 P.M., the transcript will be mailed the next business day. USPS indicates delivery within 1-2 business days. Tracking numbers are available with this option.
- International Priority Mail** - \$32.95\* (add \$10 for the cost of each transcript) – Transcript will generally be mailed the same day if the request is received in the Registrar's Office by noon (12 P.M. E.T.). If received after 12 P.M., the transcript will be mailed the next business day. USPS indicates delivery within 6-10 business days. Tracking numbers are available with this option.
- International Priority Mail Express – RUSH option** - \$59.50\* (add \$10 for the cost of each transcript) – Transcript will generally be mailed the same day if the request is received in the Registrar's Office by noon (12 P.M. E.T.). If received after 12 P.M., the transcript will be mailed the next business day. USPS indicates delivery within 3-5 business days (can vary by destination). Tracking numbers are available with this option.

*The University of Kentucky is not responsible for delays in delivery by the USPS.*

*\*Prices are subject to change by the USPS.*