

# Transcript Request Procedures

(effective 3-25-99)

## Transcripts

Transcripts are released by Ferris State University's Office of Admissions & Records only upon receipt of a **signed**, written request. Normally, transcripts are mailed and /or ready for student pick-up within one business day. (**PLEASE NOTE:** Transcripts mailed to and/or picked-up by the student are marked "student copy" and may not be considered "official" by another institution.) Transcripts released to colleges and employers are considered official as long as they are mailed **directly** to the college or employer. **Transcripts may be released only when all financial/obligations to Ferris State University have been met.** For questions concerning the status of an account, call the Business Office at 231-591-3968. For other transcript related questions, call the Office of Admissions & Records 231-591-2790.

## How to Obtain an Official Transcript

1. Prepare a written request.
2. Include the following personal information:
  - Name--include any additional name(s) (Maiden, etc.) used while a student
  - Social Security Number
  - Last year attended
  - Date of birth
  - Current mailing address and daytime telephone number
3. Specify the number of transcripts requested, along with the complete names and addresses of where each transcript(s) is to be mailed.
4. **SIGN YOUR REQUEST.** A signature is required.
5. Include \$5.00 for each transcript in the form of a check or money order made payable to Ferris State University. **Payment must accompany all requests or said requests will be returned.** (**NOTE:** Immediate service transcript requests have a service charge of \$5.00; this is in addition to the regular transcript fee of \$5.00 per copy. Ferris State University's Office of Admissions & Records does provide Postal Express mailing service for \$25.00 per address and takes one (1) or two (2) days to arrive at the destination address and Federal Express Next day service for \$35.00 per address --this cost includes the mailing service fee, an official transcript, and immediate same day service. Requests for express service must be received by noon to be processed that day.
6. Mail your request to the Records Office-Transcript Request, Ferris State University, 1201 South State Street, CSS 201, Big Rapids, MI 49307-2714. .

## How to Obtain a Free Unofficial Transcript

1. Unofficial transcripts are available on line, at the Timme Center for Student Services or at an off-campus site (Flint, Traverse City or Grand Rapids) on a **walk-in basis only** and are **free** of charge.
2. Present a valid picture ID (Driver's License, Bulldog Card, etc.) at any of the sites above.
3. Unofficial transcripts are issued to the student only on plain white paper.

## Faxed Transcripts

Ferris State University **does not fax** transcripts.

## Other Records

Ferris State University does not release high school transcripts or transcripts submitted to Ferris State University for transfer credit. You must contact each respective institution to request such records.