



**Graduation Transcript Request Form**

Effective Fall 2013: The first copy of your official transcript after your degree is earned is free of charge. If you earn multiple degrees from Ferris in the same semester you are eligible for one free transcript. This form must be submitted in order to receive your free transcript. If you have already received your free transcript, this request will not be processed. Transcripts will not be issued if financial obligations to the University have not been met.

Date of Request: \_\_\_\_\_ Degree and Semester Earned: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Current Last Name (Also Include Other Last Names) First Middle Initial

**PLACE AN “X” IN THE APPROPRIATE BOX TO SELECT TYPE OF SERVICE**

<p><b><u>IMMEDIATE SERVICE</u></b></p> <p>\$5.00 FOR IMMEDIATE SERVICE</p> <p><input type="checkbox"/></p>	<p><b><u>MAIL</u></b></p> <p>PLEASE ALLOW APPROX 5 BUSINESS DAYS FOR PROCESSING</p> <p><input type="checkbox"/></p>	<p><b><u>PICK-UP</u></b></p> <p>PLEASE ALLOW APPROX 5 BUSINESS DAYS FOR PROCESSING</p> <p><input type="checkbox"/></p>
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**Send Transcript to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Student Signature and Address are Required:** Your hand written or electronically signed (written signature that is transmitted electronically) form shows that you have authorized your transcript to be released.

Student’s Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email or Phone Number: \_\_\_\_\_