

FERRIS STATE UNIVERSITY
OFFICE OF THE REGISTRAR – TRANSCRIPT REQUEST
1201 SOUTH STATE STREET, CSS 201
BIG RAPIDS MI 49307-2714
REGISTRAR@FERRIS.EDU



Graduation Transcript Request Form

Congrats Graduate! Now that your degree is earned, the first copy of your official transcript 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.

You may submit this form via email to registrar@ferris.edu, or via mail at the address listed above.

**If you have already received your free transcript, this request will not be processed. Transcripts will not be issued if your degree has not been awarded and/or 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><u>PICK-UP</u></p> <p>PLEASE ALLOW APPROX 1-2 BUSINESS DAYS FOR PROCESSING</p> <p><input type="checkbox"/></p>	<p><u>MAIL</u></p> <p>PLEASE ALLOW APPROX 5 BUSINESS DAYS FOR PROCESSING</p> <p><input type="checkbox"/></p>	<p><u>IMMEDIATE SERVICE</u></p> <p>\$5.00 FOR IMMEDIATE SERVICE (CHARGED FOR REQUESTS MADE IN PERSON ONLY)</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: _____

Accepted payment methods: personal check or money order made payable to Ferris State University.
For requests made in person, at Timme CSS, a cash payment is accepted. Please do not mail a cash payment.