

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. Please allow approx 5 business days for processing.*

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

Mail 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: _____ Phone: _____