

BYU Transcript Order Form

This form is an interactive PDF form. This means you may complete this form online, but you must print it off and sign it before submitting. **We CANNOT process this form without your signature.**

Note: This form is for BYU college level courses only. High school courses completed through Independent Study need to be ordered through that office. Their form is available at http://ce.byu.edu/is/site/students/trans_request.pdf.

STEP 1: YOUR INFORMATION

Current Name (Last, First, Middle)	All Other Names Used	BYU ID# or SSN	
Current Street Address	City	State	Zip Code
Dates of Attendance	Date of Birth	Phone	

STEP 2: WHEN TO MAIL TRANSCRIPTS

Choose one:

Mail immediately Mail after degree is posted _____ (semester/term)
 Mail after current grades are available _____ (semester/term) Mail after _____
 Please specify any Independent Study Courses pending completion that you would like included on your transcript:

STEP 3: DESTINATION(S)

Mail _____ (# of copies) to address: Check here if you would like these sealed in separate envelopes. Please do NOT print social security number on this transcript.	Regular Mail Priority Mail <u>(Additional \$3.50)</u> Overnight <u>(Additional \$12)</u>
Mail _____ (# of copies) to address: Check here if you would like these sealed in separate envelopes. Please do NOT print social security number on this transcript.	Regular Mail Priority Mail <u>(Additional \$3.50)</u> Overnight <u>(Additional \$12)</u>
Mail _____ (# of copies) to address: Check here if you would like these sealed in separate envelopes. Please do NOT print social security number on this transcript.	Regular Mail Priority Mail <u>(Additional \$3.50)</u> Overnight <u>(Additional \$12)</u>
Fax # (if transcript is to be faxed): Note: Not all institutions accept faxed transcripts. Faxed transcripts are difficult to read and are unofficial.	Attn: Please do NOT print social security number on this transcript.

STEP 4: PAYMENT

Transcripts: \$2.00 per copy To fax transcripts: \$10.00 Regular Mail: Included with transcript fee Priority Mail: Additional \$3.50 Overnight Mail: Additional \$12.00	If paying by check make payable to BYU.	Visa/Mastercard/Discover/American Express # Exp Date Cardholder's Signature Authorizing Charge:
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STEP 5: SIGN & SUBMIT

Signature: (REQUIRED)	Date:	Send Transcript Request to: BYU Records Office B-150 ASB Provo, UT 84602 Fax: (801) 422-0613 For questions contact the Records Office at (801) 422-4470.
Please allow 3-5 business days for processing from the time we receive this request in our office. This includes overnight, priority mail, and fax requests. If you attended before fall semester 1979, please allow an additional 3-5 business days for processing.		