

# Transcript Request Form for Concordia University Ann Arbor in partnership with Concordia University Wisconsin

Please print, complete, sign, and fax or mail to:

Registrar's Office  
Concordia University Ann Arbor  
4090 Geddes Road  
Ann Arbor, MI 48105

FAX: 734.995.7448  
Phone: 734.995.7413  
e-mail: cuaaregistrar@cuaa.edu

## Please provide the following information about yourself:

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

Maiden or student name: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

(required) F00 #: \_\_\_\_\_ or Social Security #: \_\_\_\_\_

Signature \_\_\_\_\_

Student signature is REQUIRED for release of transcripts.

## Requesting:

\_\_\_ Official transcript(s) (Please indicate the number of transcript requesting)

**Billing (please check preference; \$7 each per official transcript)**

\_\_\_ Payment enclosed – Make checks payable to **Concordia University Wisconsin**

\_\_\_ Please bill my credit card.

**If paying by credit card:**

Credit card type: \_\_\_ MasterCard \_\_\_ Visa \_\_\_ Discover

Credit card number: \_\_\_\_\_

Credit card security code: \_\_\_\_\_

Credit card expiration date: \_\_\_\_\_

Zip Code for Billing: \_\_\_\_\_

\_\_\_ Unofficial transcript (one unofficial transcript allowed per request-no fee required)

(If we are faxing the unofficial transcript, please indicate fax # below)

Please fax unofficial transcript to (\_\_\_\_\_) \_\_\_\_\_

Attention: \_\_\_\_\_

## Concordia should send the transcript to:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Additional Information:

\_\_\_ Currently enrolled

OR

Dates of Attendance \_\_\_\_\_

Other remarks \_\_\_\_\_  
\_\_\_\_\_

Check those statements that apply:

\_\_\_ Mail immediately

\_\_\_ Hold for current term grades

\_\_\_ Hold for graduation posting

\_\_\_ Will pick up transcript

**Official and unofficial transcripts  
can be mailed or picked up. Only  
unofficial transcripts can be faxed.**