

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

FAX: 734.995.7448

Concordia University Ann Arbor

Phone: 734.995.7413

4090 Geddes Road

e-mail: cuaaregistrar@cuaa.edu

Ann Arbor, MI 48105

Please provide the following information about yourself:

Name: _____

Maiden or student name: _____

Address: _____

Home phone: _____ e-mail address: _____

(required) F00 #: _____ OR Social Security #: _____

Signature _____ Date: _____

Student signature is REQUIRED for release of transcripts.

Requesting:

___ Official transcript(s) (Please indicate the number of transcripts requesting)

Billing (please check preference; \$8 each per official transcript)

___ Payment enclosed – NO PERSONAL CHECKS

___ Please bill my credit card.

If paying by credit card, please note the 1.38% processing fee:

Name on credit card (if different from student): _____

Credit card type: ___ MasterCard ___ Visa ___ Discover

Credit card number: _____

Credit card expiration date: _____

Credit card security code: _____ (three digits)

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

___ Transferring at the end of the current term

Official and unofficial transcripts can be mailed or picked up. Only unofficial transcripts can be faxed. Transcripts cannot be emailed.

Please print clearly. Thank you!