

RUSH TRANSCRIPT ORDER FORM

OFFICE OF THE REGISTRAR, UNIVERSITY OF MICHIGAN



Rush Processing

\$10 per copy. Request must be received by 12pm EST for same day processing. Delivery is Postmarked same day, faxed same day, or pick-up between 3 – 5pm.

Rush Processing
+ Next Business Day
Delivery

\$10 per copy + \$15 per US Address or \$40 per International Address. Request must be received by 12pm EST for same day processing.
***Next Business Day deliveries require a street address.**

Standard Processing
+ Next Business Day
Delivery

\$15 per US Address or \$40 per International Address. Transcripts will be sent via overnight delivery after two working days.

Please return this form in person to Student Services, 2200 SAB or 2202 Pierpont Commons, or mail/fax the form to the address/fax number below.

Orders without a handwritten signature will not be processed.

Transcript Department
Office of the Registrar
University of Michigan
500 S. State St., LS&A Suite 5000
Ann Arbor, MI 48109-1382
Phone: 734.763.9066
Fax: 734.764.5556
ro.umich.edu

Student Information

Last Name

First Name

Middle Name

Former/Maiden Name (if applicable)

Student ID or SSN

Date of Birth

to

School or College

Years Enrolled

Degree Received

to

School or College

Years Enrolled

Degree Received

Current Address

Apt#

Current Address (continued)

City

State or Province

Postal Code

Email

Phone

Country (if not US)

Date

 **HANDWRITTEN SIGNATURE REQUIRED**

Payment

Cash or Check

Visa

Mastercard

Discover

Credit Card Number

Expiration Date

Billing Address (if different than current address)

I authorize a total of \$_____ to be charged.

 **SIGNATURE OF CARDHOLDER REQUIRED**

Send Transcripts

Number _____

My Address Above
or

Name

Address

City

State and Postal Code

Number _____

My Address Above
or

Pickup Transcripts

Number of Official Transcripts _____
Number of Unofficial Transcripts _____

2200 SAB
2202 Pierpont Commons