PURDUE UNIVERSITY
OFFICE OF THE REGISTRAR
610 Purdue Mall
West Lafayette, IN 47907-2040
(Campus Location: Ground Floor, Hovde Hall)
(FAX Number: (765) 494-0570)

ACADEMIC TRANSCRIPT REQUEST

Reg. Form 501- Rev. 05/2010

TRANSCRIPTS ARE PROVIDED AT NO CHARGE

(1) NAME _____(2) PUID/STUDENT ID# _____
LAST FIRST MIDDLE

_____
MAIDEN NAME OR OTHER NAME UNDER WHICH RECORDS MAY BE FOUND

(3) ADDRESS _____ (4) DATE OF BIRTH _____
STREET

_____
CITY STATE ZIP CODE

_____
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS

(5) I LAST ATTENDED PURDUE IN _____ (Year)

(6) WRITTEN SIGNATURE _____ (7) DATE _____

AS A SERVICE TO ITS STUDENTS AND ALUMNI, PURDUE UNIVERSITY PROVIDES ACADEMIC TRANSCRIPTS AT NO CHARGE. EACH STUDENT/ALUMNUS IS LIMITED TO 10 TRANSCRIPTS PER REQUEST AND 50 TRANSCRIPTS PER TERM. MAIL OR FAX COMPLETED FORM TO ADDRESS OR FAX NUMBER LISTED ABOVE. YOU ALSO MAY SEND A SIGNED, SCANNED COPY OF THIS FORM VIA E-MAIL TO transcripts@purdue.edu

REQUEST #1 NUMBER OF TRANSCRIPTS FOR THIS REQUEST _____

☐ ISSUE TRANSCRIPT(S) NOW ☐ PICK UP (Must be claimed within 10 working days; picture ID required to pick up)

☐ HOLD FOR CURRENT SESSION GRADES ☐ HOLD FOR CURRENT SESSION PURDUE DEGREE

RECIPIENT NAME _____

RECIPIENT ADDRESS _____

_____

_____

_____

SPECIAL HANDLING INSTRUCTIONS (if any)

☐ INCLUDE ATTACHMENT (Attach attachment to this form)

☐ INSERT EACH TRANSCRIPT IN AN INDIVIDUAL ENVELOPE

☐ OTHER _____

EXPRESS MAIL CHECK ONE: ☐ CHECK ATTACHED IN THE AMOUNT OF $25.00 PAYABLE TO ***PURDUE UNIVERSITY.***

☐ BILL CREDIT CARD **(ONLY VISA, MASTERCARD OR DISCOVER ACCEPTED)** IN THE AMOUNT OF $25.00 FOR EXPRESS MAIL SERVICE PROVIDED BY FEDERAL EXPRESS. NO REFUNDS WILL BE GIVEN.

CREDIT CARD TYPE _____

CARD NUMBER _____

EXPIRATION DATE _____

(NOTE: FEDERAL EXPRESS WILL NOT DELIVER TO A P.O. BOX. A STREET ADDRESS IS REQUIRED.)

☐ ***CHECK HERE IF MAKING ADDITIONAL REQUEST(S) ON REVERSE SIDE.***

NAME _____ PUID/STUDENT ID# _____
LAST FIRST MIDDLE

REQUEST #2 NUMBER OF TRANSCRIPTS FOR THIS REQUEST _____

☐ ISSUE TRANSCRIPT(S) NOW ☐ PICK UP (Must be claimed within 10 working days; picture ID required to pick up)

☐ HOLD FOR CURRENT SESSION GRADES ☐ HOLD FOR CURRENT SESSION PURDUE DEGREE

RECIPIENT NAME _____

RECIPIENT ADDRESS _____

_____

_____

_____

SPECIAL HANDLING INSTRUCTIONS (if any)

☐ INCLUDE ATTACHMENT (Attach attachment to this form)

☐ INSERT EACH TRANSCRIPT IN AN INDIVIDUAL ENVELOPE

☐ OTHER _____

EXPRESS MAIL CHECK ONE: ☐ CHECK ATTACHED IN THE AMOUNT OF $25.00 PAYABLE TO ***PURDUE UNIVERSITY.***

☐ BILL CREDIT CARD **(ONLY VISA, MASTERCARD OR DISCOVER ACCEPTED)** IN THE AMOUNT OF $25.00 FOR EXPRESS MAIL SERVICE PROVIDED BY FEDERAL EXPRESS. NO REFUNDS WILL BE GIVEN.

CREDIT CARD TYPE _____

CARD NUMBER _____

EXPIRATION DATE _____

(NOTE: FEDERAL EXPRESS WILL NOT DELIVER TO A P.O. BOX. A STREET ADDRESS IS REQUIRED.)

REQUEST #3 NUMBER OF TRANSCRIPTS FOR THIS REQUEST _____

☐ ISSUE TRANSCRIPT(S) NOW ☐ PICK UP (Must be claimed within 10 working days; picture ID required to pick up)

☐ HOLD FOR CURRENT SESSION GRADES ☐ HOLD FOR CURRENT SESSION PURDUE DEGREE

RECIPIENT NAME _____

RECIPIENT ADDRESS _____

_____

_____

_____

SPECIAL HANDLING INSTRUCTIONS (if any)

☐ INCLUDE ATTACHMENT (Attach attachment to this form)

☐ INSERT EACH TRANSCRIPT IN AN INDIVIDUAL ENVELOPE

☐ OTHER _____

EXPRESS MAIL CHECK ONE: ☐ CHECK ATTACHED IN THE AMOUNT OF $25.00 PAYABLE TO ***PURDUE UNIVERSITY.***

☐ BILL CREDIT CARD **(ONLY VISA, MASTERCARD OR DISCOVER ACCEPTED)** IN THE AMOUNT OF $25.00 FOR EXPRESS MAIL SERVICE PROVIDED BY FEDERAL EXPRESS. NO REFUNDS WILL BE GIVEN.

CREDIT CARD TYPE _____

CARD NUMBER _____

EXPIRATION DATE _____

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REMINDER: *The Indiana Code states that a person who falsifies a college transcript or diploma with the intent to obtain employment or an educational opportunity commits deception, a Class A misdemeanor. A person who commits a Class A misdemeanor shall be imprisoned for a fixed term of not more than one (1) year; in addition, he may be fined not more than five thousand dollars ($5,000).*

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