



Please Note:

- ✓ Please provide all of the information in sections A, B, C and D; incomplete and/or inaccurate forms will result in delayed processing.
✓ Requests cannot be processed if you have certain holds. For financial holds, please contact the Student Receivables Office at 215-895-1445 to resolve any holds before submitting your request.
✓ Please attach a signed authorization letter if someone else is picking up your Transcript.
✓ Due to FERPA guidelines, any third party requesting information must include a written consent from the student.

Form with sections A, B, C, and D. Section A: Name, University ID, Telephone, Email, Date of Birth. Section B: Please choose below (Issue Transcript now, After current term grades, After Degree, After Grade). Section C: Reason for Transcript Request (Graduate School Application, Scholarship/Fellowship, Employment, Transferring to another institution, Other). Section D: Please choose the method of delivery (Standard, 24 Hours, Expedited Mail) with associated fees and delivery options. Includes contact information for University City Campus, Center City Hahnemann Campus, and Drexel University Main Campus.