



## 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.

Α	Name				Office Use Only
	Last First	Midd	lle I. Maiden Name		
	University ID or SSN Did you attended before 1980? Yes No				
	Telephone No	Email		Date of Birth	Fees Paid
В	Please choose below		C Reason for Tra	anscript Request	
	☐ Issue Transcript now ☐ After current term grades; hold until final grades are processed for the term		Graduate School Application  Scholarship/Fellowship		
					Date Released
After Degree if posted Year and Term of Degree			☐ Employment		
	After Grade is posted in Course ID/Section Year & Term		☐ Transferring to another institution		
	Course 15/5000001		Other		Processed by
Please choose the method of delivery: Notice: Pick up transcripts at the Student Resource Center, Room 222  **Please note that we ONLY accept check, money order (payable to Drexel University) or cash; please write your ID or SSN on the check or money order.**  No. of Copies  Standard - processed within 5 business days from the date the request was received.  \$10 per copy					Please note that your request should be mailed to the Campus where you attended:
					. ,
					University City Campus Drexel University
					Office of the University Registrar Attn: Transcripts
					3141 Chestnut Street Curtis Hall Room 261
<u> </u>					Philadelphia, PA 19104
Mail (1 <sup>st</sup> Class Mail, USPS)					215-895-1493
					Center City Hahnemann Campus
24 Hours - processed within 24hours from the date the request was received. \$20 per copy Pick up					Office of the University Registrar Attn: Transcripts
☐ Mail (1 <sup>st</sup> Class Mail, USPS)					245 N. 15 <sup>th</sup> Street, New College Building 1 <sup>st</sup> Floor, Room 1142
					Philadelphia, PA 19102 215-762-7602
Expedited Mail (Guaranteed overnight delivery within Continental US)  Notice: Phone Number and Email required; no P.O. Boxes  \$40 per location (\$50 for International Mailing)					
				Walk-in request and for transcript pick up:	
Please issue and send transcript to:  (Please use another form for multiple recipients)  Document attached should be mailed with the transcript				Drexel University Main Campus	
YES NO					SRC Office Main Building, Room 222
Authorization to Release Documents					3141 Chestnut Street Philadelphia, PA 19104 215-895-2300
		Student Signa	ature	Date	Office Hours: Mon, Wed, Thu, & Fri, 8:00 am – 5pm Tue 9:30 – 5:00 pm