

Transcript Request Form

Submit in person to:

Student Services Center
Tresidder Memorial Union, 2nd Floor
Monday - Friday
9 a.m. - 5 p.m.
<http://helpsu.stanford.edu/?pcat=ssc>



Please type or print

Mail or fax to:

Student Services Center
459 Lagunita Drive
Tresidder Memorial Union, 2nd Floor
Stanford, CA 94305
Fax: (650) 721-1585

This form is for Alumni who were last registered at Stanford more than five years ago. After completing this form, fax, mail, or deliver it in person to the address above. Alumni who graduated five or fewer years ago should order transcripts through Axess. Transcripts are free of charge. All transcripts are official. Transcripts are mailed and are not available for pick-up. For further information, see <http://registrar.stanford.edu/students/records/transcripts.htm>.

Status of Processing: If you wish to verify status of your written transcript request, include a self-addressed and stamped postcard. We will date and mail the postcard to you upon completion of your request. We are unable to verify the status of your request via email or phone.

Last or Family Name	First	Middle	Stanford Student Number
Name(s) under which you previously enrolled at Stanford		Social Security Number	
Current Address	City	State	Zip
Phone Number (include area code)		Email Address	
Last year attended (required)	Program/Major (required)	Birthdate (required)	

Special Instructions: Examples include signature or stamp on envelope, individually packaged transcripts, or forms to be included.

Mailing Address(es): If you have more than 4 addresses, fill out additional forms.

1. Send _____ copy or copies to:

3. Send _____ copy or copies to:

2. Send _____ copy or copies to:

4. Send _____ copy or copies to:

Signature: Federal law (FERPA) requires your signature to process any release of records. Forms without a signature will not be processed.

Student Signature

Date

For Registrar's Office Use Only

We are unable to process your request because there is a hold on your account. Please contact:

Student Financial Services, (650) 723-2181

Dean of Students (Judicial Affairs), (650) 725-2485

Academic Standing (UAR), (650) 723-2426

Other _____, (650) _____

When the hold is cleared, you must resubmit your request.

Date form processed: _____