

## Office of the Registrar

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## OFFICIAL PAPER TRANSCRIPT REQUEST

The request may be submitted in person, mailed, faxed or scanned/captured as a digital image and attached to an email. Transcripts cost **\$7.50** per copy. Additional charges apply for express delivery; contact the Registrar's Office for information. If attachments need to be included with the transcript, send them as a PDF or Word format when submitting a request.

### IDENTIFICATION

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Previous Name: \_\_\_\_\_ UP ID (Optional): \_\_\_\_\_

Dates Enrolled: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### CHECK ALL THAT APPLY:

Send As Is

Send After Current Semester Completed

Notarize Transcript(s)

### DELIVERY INFORMATION

Issue To: \_\_\_\_\_

Street 1: \_\_\_\_\_

Street 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Nation: \_\_\_\_\_

Number of Copies (Max 3): \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Only handwritten signatures will be accepted to release official transcripts**