

Transcript Request Form: FOLLOW CAREFULLY!!!

1. Make sure you have registered for the course, and complete the course.
2. **Wait for the COMPUTERIZED GRADE REPORT to be mailed to you from Fresno Pacific University.**
3. Print this form, fill it out and send the transcript request form below directly to the Registrar's Office. (For RUSH options, call 559-453-2268)

Reminders:

1. **Send transcript requests directly to the Registrar's Office.** Transcript requests and fees not sent directly to the Registrar's Office will be returned to you.
2. **Total processing time from the end of a course to the actual receipt of a transcript may take up to 3-4 weeks** (Grading time, grade posting, mail time sending you a Fresno Pacific University computerized grade report, your transcript request receiving and processing , etc.). **PLEASE ALLOW SUFFICIENT TIME.**
3. Transcript requests are honored only when all financial obligations to FPU have been met. Transcripts from other institutions cannot be forwarded by FPU.
4. Should it be important for a particular course to appear on your transcript, **send your request AFTER you receive the official FPU Grade Report for that course. DO NOT REQUEST A TRANSCRIPT UNTIL YOU HAVE RECEIVED THE OFFICIAL, COMPUTERIZED GRADE REPORT DIRECTLY FROM FRESNO PACIFIC UNIVERSITY.** To serve students most efficiently, transcripts are sent immediately upon request. The transcript record is not checked by the Registrar's Office staff for certain courses before being sent; the assumption is that you have sent your request only after you have received your official, computerized Grade Report directly from Fresno Pacific University.

STOP!!! *Detach and send ONLY after you have received your computerized Grade Report from Fresno Pacific University. Allow sufficient time for processing and sending.*



Office Use Only: Date: ____ / ____ / ____ ID # _____ \$ _____ Init. _____

Request for Official Transcript from Fresno Pacific University
 1717 South Chestnut Avenue, Fresno, California 93702

Name: _____
Last First Middle Maiden/Former

Current Address: _____
Street City State Zip

Birth Date: ____ / ____ / ____ Social Security # ____ - ____ - ____
Month Day Year

Phone # (____) _____ E-mail address: _____

Regular request - \$5.00 per copy (Normal processing within 5 working days)
For RUSH options, call (559) 453-2268

\$ _____ is enclosed to cover transcript fees. _____

Student's Signature (Required)

Send _____ (#) transcript(s) to the address below:

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