

Transcript Release & Request Form Auburn Abroad

When you send your application for your study abroad program, please fax or mail this form with your application. No transcript will be sent to Auburn without an official request from you, and we can't post grades without a copy sent to us from the program provider. Since study abroad grades are posted on your transcript as Auburn credit (not transfer), it is vital that the study abroad transcript be sent to the address listed below:

**Office of International Education
201 Hargis Hall
Auburn, AL 36849-5159
FAX: 334-844-4983**

When transcripts are sent directly to Records (Registrar), they are often posted incorrectly as transfer credit, which does not keep you on track with your AU program. It is your responsibility to make sure the program provider supplies us with a transcript as soon as possible after your study abroad has been completed.

I, _____, hereby request that
(Name)

(provider name or university, name of program, semester studying abroad)

**send an official transcript of my grades to OIE (address listed above)
at Auburn University after the completion of my program
abroad.**

(Signature)

(Date)

Please print a copy of this form for your records. If your application is already complete, please email your request for a transcript to the study abroad provider using the same or similar wording. If you see that your grades have been posted on your AU transcript as transfer credit, please notify the AU study abroad office in order to get the posting corrected.