PRINT

Auburn University
Transcript Request Form

Name_____
Last First Middle Maiden

Name while attending Auburn, if different from above_____

Social Security Number __ __ __-__ __-__ __ __ __ **OR** Banner ID or User Name _____

Date of Birth _____

Number of Transcripts to be sent: _____ Official _____Unofficial

LAST ENROLLMENT ☐ Current ☐ Fall ☐ Spring ☐ Summer Year _____

Check if applicable: ☐ Hold for final grades ☐ Hold for posting of degree

****All financial obligations to Auburn University must be cleared at time of mailing****

Attach additional forms for each individual organization request

Name and address of organization to receive transcript	Your name, address, phone number and email
Name	Name
Address	Address
	Phone and email
Special Instructions:	

Signature _____ Date _____
(signed signature required to process transcript)

Third Party Pickup

You may authorize a third party to pick up your official or unofficial transcript. The authorized person must provide:

- The name of the requester while at Auburn
- Social security number
- The number of transcripts requested
- Full name of the person authorized to pick up the transcripts and a picture ID
- Instructions on what to do with the transcripts once the order is processed
- Signature of requester and phone number or email address

Express delivery

- Transcripts may be sent express delivery at your expense. The Office of the Registrar uses Fed Ex; other delivery services may be used if you make arrangements with the delivery service in advance. To set up an account with FEDEX, please call 1-800-GO-FEDEX. Provide FEDEX account number on special instructions portion of form. Please do not schedule a pick up. The Office of the Registrar will schedule the pick up when your transcript request is ready. To use this service, your request must be in by 3:00 PM Central time.

Transcripts will ONLY be mailed. Transcripts WILL NOT be faxed or sent electronically.
Note: There is no charge for this Transcript

Mail to:
Office of the Registrar
Auburn University
100 Mary Martin Hall
Auburn University, AL 36849
FAX # 334-844-7429