



Please identify yourself:

Name: _____

Student Number or SS# _____

Are you currently enrolled? Yes No

Did you attend under another name? _____

If no, about what year were you last enrolled here? _____

<p>Please print your address so we can send you a confirmation:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Tell us when to send your transcript: (Check all that apply.)</p> <p><input type="checkbox"/> Issue Transcript at once</p> <p><input type="checkbox"/> Hold transcript for current semester grades</p> <p><input type="checkbox"/> Send supplement for current semester grades</p> <p><input type="checkbox"/> Considering transfer to another undergraduate institution</p>
<p>Where should we send the transcript?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(For multiple destinations, you may attach a list.)</p>	<p>Where can we reach you if there is a problem with this request?</p> <p>Phone: _____</p> <p>Email: _____</p>

Payment:

There is a charge of \$9 per copy.

Exceptions: There is no fee if:

- you have filed for graduation, you may have up to 25 free copies, until 12 months after you graduate, or
- you are applying for a scholarship for study at Butler, and we send the transcript to the scholarship agency.

Copies:

How many copies would you like? _____

Payment form:

- Cash (please bring cash to JH109; do not mail.)
- Check, payable to Butler University
- Credit Card:

Account Number: _____ Expiration Date: ____ / ____ Security Code: _____

(The security code is an additional 3-digit code on the back of the card; for AmEx, a 4 digit code on the front)

I hereby authorize the Registrar to forward as directed an official transcript of my Butler University academic record.

Signature

(Your legal signature is required before we can release your transcript.)

Please submit: By fax to (317) 940-6539
Or by mail to Butler Registration & Records, 4600 Sunset Ave., Indianapolis, IN 46208
Or in person at JH 109 or JH 133.