



FOR BUTLER UNIVERSITY students or alumni only

Please identify yourself:

Name: _____

Student Number or SS# _____

Did you attend under another name? _____

Which Transcript Type would you like? Official Unofficial

Are you currently enrolled? Yes No

If no, when did you graduate? _____

Date of birth: _____

Please print your address

Free Transcripts for only the following:

- Scholarship (must be **mailed** to the scholarship foundation; **current** Butler students only)
- Pharmacy License (**current** Butler students only)
- Global Center--Study Abroad (**current** Butler students only)
- Graduated from Butler **within the past year** or have applied to graduate from Butler (up to 5 free)
- Shortridge Early College Program

Where should we send the transcript?

*Official Transcripts cannot be emailed or faxed
Unofficial Transcripts can be faxed, but cannot be emailed*

Print full mailing address.
For multiple destinations, you may attach a list.

Processing options:

- Issue transcript at once
- Hold transcript for after grades are posted
- Hold transcript for after degree is awarded

Delivery Method:

- Mail
- Hold for Pickup

Where can we reach you if there is a problem with this request? **Copies:** How many copies would you like? _____

Phone: _____

Email: _____

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. **We cannot accept typed signatures.**)

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 Jordan Hall 180
Or an image attached to an email to Registrar@Butler.edu