



**TRANSCRIPT ORDER FORM**

1. Print, complete and **sign** form and submit to the Office of the Registrar in person, by fax, or by mail.
2. Include \$7.00 per transcript (Check, UNC One Card, Visa, Mastercard). **CASH WILL NOT BE ACCEPTED.**
3. For FedEx® Overnight Delivery, the additional cost **per address** is \$15.00 for Domestic Delivery & \$30.00 for International Delivery  
*Please note: Street Address required for FedEx Delivery (cannot use P.O. box).*
4. Requests will not be processed for students with an outstanding balance or unfulfilled obligation to the University.

PLEASE PRINT CLEARLY PID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Maiden / Previous: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_ *Name used while enrolled at UNC:* Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
(if outside USA)

Email: \_\_\_\_\_ **REQUIRED** Phone #: \_\_\_\_\_ **REQUIRED** Signature: \_\_\_\_\_  
*Your signature authorizes UNC-Chapel Hill to release your transcript(s) as requested.*

**SPECIAL DIRECTIONS:**

- |   |  |
|---|--|
| <input type="checkbox"/> Mail in Sealed Envelope  | <input type="checkbox"/> Issue to Student in Sealed Envelope   |
| <input type="checkbox"/> Mail in Unsealed Envelope  | <input type="checkbox"/> Issue to Student in Unsealed Envelope |
| <input type="checkbox"/> Hold until current semester grades are posted                      | <input type="checkbox"/> Pick-up (Sealed)                      |
| <input type="checkbox"/> Hold until degree is posted <i>Expected graduation date:</i> _____ | <input type="checkbox"/> Pick-up (Unsealed)                    |
|   | <input type="checkbox"/> Unofficial                            |
|   | <input type="checkbox"/> Issue to Organization                 |

**PAYMENT:** (Note: \$7.00 fee will be waived for UNC-CH transcripts sent to UNC-CH Campus Offices)

	<b>Number:</b>	<b>Cost:</b>	<b>Extended Amount:</b>
1. <b>Total Transcripts Ordered:</b> _____	_____ x	<b>\$7.00</b>	= _____

**Optional Delivery Charges per Address:**

<b>Select</b>	2. FedEx® Expedited Delivery - Domestic	_____ x	<b>\$15.00</b>	= _____
<b>Payment</b>	FedEx® Expedited Delivery - International	_____ x	<b>\$30.00</b>	= _____

**Method:**

- Check Enclosed (Make payable to UNC-CH)
- UNC One Card - ( Payment by this method may only be made in person )
- Visa
- Mastercard **Credit Card#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Exp Date:** \_\_\_\_\_
- Total Amount Due: \$** \_\_\_\_\_

**Note: Exact Mailing Address Required ~ More addresses may be added to the back of this form ~ Cannot use P.O. box for FedEx Deliveries**

Please mail \_\_\_\_\_ copies to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please mail \_\_\_\_\_ copies to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Office Use Only:**  
Format:

	Number:	Cost per Item:	Extended Amount:
# of EO _____	Transcripts	\$7.00	= \$
# of EU: _____	FedEx® Expedited Delivery - Domestic	\$15.00	= \$
	FedEx® Expedited Delivery - International	\$30.00	= \$

# of IN: \_\_\_\_\_ **Type of Payment:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Total Paid: \$** \_\_\_\_\_