



**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:**

- Hold until current semester grades are posted
- Hold until degree is posted *Expected graduation date:* \_\_\_\_\_

- Mail to Student in Sealed Envelope
- Give to Student in Sealed Envelope
- Issue to Student Unsealed
- Issue to Organization

**PAYMENT:** (Note: \$7.00 fee will be waived for UNC-CH transcripts sent to UNC-CH Graduate or Professional Schools) **Extended Amount:**

		Number:	Cost:	
1. <b>Total Transcripts Ordered:</b>		x	<b>\$7.00</b>	=
<b>Additional Delivery Charges per Address:</b>				
<b>Select Payment Method:</b>				
2. <input type="checkbox"/> FedEx® Expedited Delivery – Domestic		x	<b>\$15.00</b>	=
<input type="checkbox"/> FedEx® Expedited Delivery - International		x	<b>\$30.00</b>	=

Check Enclosed (Make payable to UNC-CH) **Total Amount Due: \$**  

UNC One Card - PID# \_\_\_\_\_

Visa **Credit Card#**   -   -   -   **Exp Date:** \_\_\_\_\_

Mastercard

**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:**

	Number:	Cost per Item:	Extended Amount:
Format: Transcripts	x	<b>\$7.00</b>	= \$
# of EO _____ FedEx® Expedited Delivery – Domestic	x	<b>\$15.00</b>	= \$
# of EU: _____ FedEx® Expedited Delivery - International	x	<b>\$30.00</b>	= \$

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