



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

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

	Number:	Cost:	Extended Amount:
1. Total Transcripts Ordered: _____	_____ x	\$7.00	= _____
CdfjcbU Delivery Charges per Address:			
Select 2. FedEx® Expedited Delivery - Domestic _____	_____ x	\$15.00	= _____
Payment FedEx® Expedited Delivery - International _____	_____ x	\$30.00	= _____
Method:			Total Amount Due: \$ _____
<input type="checkbox"/> Check Enclosed (Make payable to UNC-CH)			
<input type="checkbox"/> UNC One Card - (Payment by this method may only be made in person)			
<input type="checkbox"/> Visa			
<input type="checkbox"/> Mastercard	Credit Card# _____ - _____ - _____ - _____		Exp Date: _____

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:
_____ Transcripts	_____ x	\$7.00	= \$ _____
# of EO _____ FedEx® Expedited Delivery - Domestic	_____ x	\$15.00	= \$ _____
# of EU: _____ FedEx® Expedited Delivery - International	_____ x	\$30.00	= \$ _____

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