Provo COLLEGE

TRANSCRIPT REQUEST FORM

Please complete all items on the form. *Requests made by telephone or verbally without the completed form will not be accepted or processed. Requests made by persons other than the student will not be processed without the written authorization of such student. Please allow 5-7 business days for processing.*

A transcript fee of $5.00 per copy is required for <u>each</u> official transcript requested. *All transcripts produced are official copies. No copy of the academic record or information will be released for students who have not satisfied financial obligations with the College. The financial delinquency provision and transcript fee do not apply for Graduates who are requesting official transcript be sent to the State Board for examination and/or licensing purposes.*

Send the completed form to **Provo College** at the address or e-mail address listed below**:**

Mail: Provo College, Attn: Registrar   **Email**: transcriptsprovo@provocollege.edu
1450 West 820 North
Provo, Utah 84601

1. Year(s) Attended: _____   **Program**: _____

2. Student Information:

Name _____   _____
        Last, First, Middle Initial   Maiden or other name while attending

Last 4 of Social Security or Student ID # _____   Date of Birth _____

E-mail _____   Daytime Telephone _____

Current Address _____

City _____   State _____   Zip _____

3. Number of Official Transcripts Requested _____ ☐ Hold for pick-up   ☐ Mail to address below:
(If transcripts are to be sent to more than one address, please use additional forms)

Recipient's Name _____

Address _____

City _____   State _____   Zip _____

4. Student Signature* _____   Date _____

*The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. It is Provo College's policy that student records will not be released without a student's approval.

<u>**OFFICE USE ONLY**</u>
I have received payment for the above requested transcripts   *Signature* _____ *Date* _____
The above requested transcripts have been sent   *Signature* _____ *Date* _____