



Please print & mail, fax, or bring form with payment to:
 University of Denver, Office of the Registrar, Attn: Transcripts,
 2197 South University Boulevard, Denver, CO 80208

Phone: 303-871-4095 Fax: 303-871-4300

Official Transcript Order Form

Student Information DU ID: _____ Today's Date: _____

Full Name: _____ Date of Birth: _____

Name while Enrolled: _____ Dates of Attendance: _____

Last Four Digits of Social Security Number: _____ Degree Awarded: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

*Your *handwritten* signature authorizes the University of Denver to release your transcript.

Requestor Signature: _____

Order Type (cash/check/money order ONLY) Make checks payable to University of Denver. Credit cards only accepted for online orders.

Official Electronic PDF Transcript – \$10 per PDF transcript
 Electronic PDF is the fastest and most cost-effective way to send or receive an official transcript.

Qty: _____

- Students after 1988: Often processed within 30 minutes, but may take up to a few hours during high-volume periods.
- Students prior to 1988: Emailed within 3 business days.

Recipient's Email Address: _____

Official Paper Transcript + Standard Processing (USPS Mail) – \$12 each

Unofficial Paper Transcript + Standard Processing (USPS Mail) – \$2 each

Qty: _____

- Students after 1988: Processed within 1-2 business days.
- Students prior to 1988: Processed within 3 business days.

Official Paper Transcript + FedEx Express® U.S. Service – \$12 each + \$23 FedEx fee per order
Or, + FedEx Express® International Service – \$12 each + \$46 FedEx fee per order

Qty: _____

FedEx does not deliver to P.O. Boxes. The fee covers sending up to 5 transcripts to a single address per order.

- Students after 1988: Processed the same day if ordered before 2 p.m. Mountain Time.
- Students prior to 1988: Processed within 3 business days.

Phone Number for FedEx Recipient: _____

Official Paper Transcript + Same-Day Pickup – \$20 each

Unofficial Paper Transcript + Same-Day Pickup – \$5 each

Qty: _____

- Students after 1988: Processed by 4 p.m. Mountain Time. Requests submitted after 4 p.m. are processed the next business day.
- Students prior to 1988: may take a full business day or more to process.

DU High School Transcript + Standard Processing (USPS Mail) – no charge

Qty: _____

- Processed within 1-2 business days.

Delivery Address Same as above

Optional: Hold this request until:

Grades are posted for (*Term*) _____ (*Year*) _____

Degree is posted

Office Use Only Check: # _____ \$ _____ Cash: \$ _____ Initials _____ Date: _____