



OFFICE OF THE REGISTRAR

Bucknell University
Lewisburg, Pennsylvania 17837
Phone (570)577-1201 Fax (570)577-3922
registrar@bucknell.edu

TRANSCRIPT REQUEST

CURRENTLY ENROLLED: Yes No

If **NOT** currently enrolled:

Graduation Date: _____

OR

Dates of Attendance: _____ to _____

TODAY'S DATE: _____

YOUR NAME AND HOME ADDRESS:

PRINT CLEARLY

Name while attending school, if **different than above** (Please print)

Daytime phone number

Email address

I hereby authorize the release of my complete academic record to the address indicated below.

SIGNATURE

BU I.D. or SSN

SEND TRANSCRIPT TO: (MAILING ADDRESS OR EMAIL ADDRESS)

PRINT CLEARLY

TRANSCRIPT DESIRED:

- Official transcript - \$3.00
- Official transcript, same day* - \$10.00
- Official electronic transcript - \$3.00 (**Link to transcript will be emailed by eScriptsafe**)
- Official electronic transcript, same day* - \$10.00

Note: Electronic transcripts not available for students whose attendance started prior to January 1994.

Number of copies requested: _____

- Send now
- Send at end of current semester
- Send after degree is conferred

PAYMENT (must accompany request):

- Cash
- Check (payable to **Bucknell University**)
- Charge Student Account (**current students only**)

(Amount charged)

(Initials)

OFFICE USE ONLY:

Fee paid: _____ Date sent: _____

- **Submit a separate form for each address.**
- Allow three working days for processing.
- Additional processing time will occur at the beginning and end of each semester.
- **All financial obligations to the University must be satisfied before transcript is released.**
- Transcripts show all work completed at Bucknell University.
- Transcripts from other institutions cannot be duplicated.
- Official transcripts are issued in sealed envelopes.
- **Official transcripts are sent first class mail only,** unless prepaid express label/envelope is provided.

* same day = same day **processing**, not expedited shipping

* must be received by 2:00 p.m. to be processed same day

TO ENSURE PROMPT AND ACCURATE PROCESSING, PLEASE COMPLETE ALL SECTIONS OF THIS FORM!