



OFFICE OF THE REGISTRAR

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

TRANSCRIPT REQUEST

IN ORDER TO LOCATE YOUR STUDENT RECORD, PROVIDE THE FOLLOWING INFORMATION:

(Required information indicated in bold.)

Student ID or last 4 digits of SSN: _____

Name: _____ **Date of Birth:** _____

Name when enrolled (if different than above): _____

Home Address: _____

Street

City

State

Zip/Postal Code

Country

Phone Number: _____ **E-mail:** _____

Approximate Dates of Attendance: _____ to _____ Degree Received: Yes _____ No _____

I AUTHORIZE RELEASE OF MY COMPLETE ACADEMIC RECORD TO THE ADDRESS INDICATED BELOW.

SIGNATURE

DATE

RECIPIENT INFORMATION

Send:

- ____ Now
- ____ After grades are posted
- ____ After degree is conferred

Transcript Desired:

- ____ Official, \$3.00 per copy
- ____ Official, same day,* \$10.00 per copy
- ____ Official electronic, \$3.00 per copy
- ____ Official electronic, same day,* \$10.00 per copy

Payment (must accompany request):

- ____ Cash
- ____ Check (payable to **Bucknell University**)
- ____ Charge **Current** Student Account

Number of Transcripts: _____

Note: Electronic transcripts are not available for students whose attendance began prior to Jan. 1994

(Amount charged (Initials) to student account)

SEND TO:

Recipient Name: _____

Mailing Address or Email Address:

*SAME DAY=SAME DAY PROCESSING, NOT EXPEDITED SHIPPING. ORDER MUST BE RECEIVED BY 2:00 P.M. TO BE PROCESSED SAME DAY.

- All financial obligations to the University must be satisfied before transcript is released.
- Transcripts are sent first class mail only, unless prepaid express label/envelope is provided. Official transcripts are issued in sealed envelopes.
- Submit a separate form for each address.
- Allow 3 working days for processing. Additional time may be required at the beginning and end of each semester.
- Transcripts show all work completed at Bucknell University.
- Transcripts from other institutions cannot be duplicated.

OFFICE USE ONLY:

Fee Paid: _____ Date Sent: _____