



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: Transcript Desired: Payment (must accompany request):
Immediately Paper, \$3.00 per copy Check (payable to Bucknell University)
After grades are posted Electronic, \$3.00 per copy Charge Current Student Account
After degree is conferred

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: _____

*ORDER MUST BE RECEIVED BY 2:00 P.M.(EST) TO BE PROCESSED SAME DAY.

- All financial obligations to the University must be satisfied before transcript is released.
Transcripts are sent first class mail 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: _____