

TRANSCRIPT REQUEST

Avila University, Office of the Registrar
11901 Wornall Road, Kansas City, MO 64145

- ◆ Please mail completed form to the above address with payment.
- ◆ Official Transcripts cost \$20.00 per copy by cash/check/money order payable to Avila University if printed.
- ◆ Official Transcripts cost \$15.00 per copy by cash/check/money order payable to Avila University if mailed electronically.
- ◆ No charge for Unofficial Transcripts.
- ◆ All hand-carried or mailed to student transcripts are "Issued to the Student" and may not be accepted as "Official", even if bearing the seal of the university. Check with recipient before requesting.

Current Last name First Middle SSN or Avila ID #

Name(s) while attending Avila Other Former Name(s) Birth date

Current Address City State Zip

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Telephone Number Email Address (if not currently enrolled)

Reason for request (ex: employment, admissions)

Student Signature Today's Date

SEND TRANSCRIPT(S) TO: (Please write any other addresses on the back of this page.)

(1) (2)

Check all that apply:

☐ Official ☐ Unofficial
☐ Hold for Grades (Yr./Term):
☐ Hold for Degree (Graduation Date):
☐ Mail now
☐ Student will pick up/Date needed:

Check all that apply:

☐ Official ☐ Unofficial
☐ Hold for Grades (Yr./Term):
☐ Hold for Degree (Graduation Date):
☐ Mail now
☐ Student will pick up/Date needed:

Are you currently enrolled at Avila? Yes No If no, when did you last attend? Yr./Term

Degree(s) earned at Avila:

Degree Major: Graduation Date:
Degree Major: Graduation Date:

Office Use Only

Cash Check# Amount:\$

Number of Copies: Date Sent:

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