

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 \$18.00 per copy by cash/check/money order payable to Avila University if sent 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
()
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: ____
Processed by: ____