

This is to authorize and request release of a transcript of my academic record at the UNIVERSITY OF MOBILE to the person or institution addressed below. I understand that the Registrar's Office does not release or reproduce transcripts from other institutions. Requests for such must be directed to the institution concerned.

SIGNATURE OF STUDENT

DATE OF REQUEST

PLEASE PRINT

STUDENT
NAME
AND
ADDRESS

- Transcripts issued to a student MUST be stamped "ISSUED TO STUDENT."
- "OFFICIAL" transcripts needed for employment or admission to another university, etc. will NOT be released/mailed to a student.
- Transcripts will NOT be released to a third party without the student's written permission.

- \$10.00 each 3-5 day processing
- \$25.00 each same day processing

Requests for same day service must be received by 10:00 AM
Overnight fees are not included.

If you are currently enrolled in classes, transcript to be mailed (check one):

- AT END OF PRESENT TERM
- AFTER DEGREE IS POSTED
- IMMEDIATELY

USE BALLPOINT PEN: THIS IS TO BE USED AS AN INSERT IN A WINDOW ENVELOPE. PRINT COMPLETE NAME, ADDRESS AND ZIP CODE.

PLEASE PRINT

SEND
TO:

EMAIL: _____

PHONE NUMBER _____

NO. OF COPIES
(\$10 per copy)

SOCIAL SECURITY NUMBER _____

BIRTHDATE _____

FORMER NAME _____

CURRENTLY ENROLLED?

YES NO

DID YOU GRADUATE?

YES NO

DATES OF ATTENDANCE?

FROM _____ TO _____

PURPOSE

- advisement
- applying to Grad/Prof School
- applying for transient study
- scholarship*
- transferring
- considering transfer
- employment
- other

*Requests for scholarships must include name and address of sponsoring body.

FOR USE BY BUSINESS OFFICE

Transcript release authorized by _____

DATE _____

TRANSCRIPT
MAILED ON

DATE _____

#1011REG002

You can MAIL your request to:
(please make check or money order
payable to the University of Mobile)

**University of Mobile
Registrar's Office
5735 College Parkway
Mobile, AL 36613-2842**

OR

You can FAX your request to:
(Please include credit card number)
You can EMAIL your request to:
(Please include credit card number)

**251-442-2505
chall@umobile.edu**

VISA

DISCOVER

MASTERCARD

Card # _____ - _____ - _____ / _____

Verification Code # _____ Name on Card: _____

No. of copies _____ @ \$10.00 or \$25.00 Total _____

University of Mobile Transcript Ordering Options

Transcript Ordering / Delivery Options

- *Transcripts may be ordered via Fax at 251-442-2505
- *Transcripts may be ordered via email at chall@umobile.edu
- *Transcripts may be ordered by visiting the Registrar's Office
- *Transcripts may be ordered by mail:
 - University of Mobile
 - ATTN: Registrar's Office
 - 5735 College Parkway
 - Mobile, AL 36613-2842

For orders via fax, mail, email, or in person for 3-5 days processing, the payment is \$10. For same day service the payment is \$25. Same day service only means that it will be sent from the Registrar's Office that day. Once it leaves our office, we have no control of when it is received. An additional fee may be paid to have your transcript overnighted.

All transcripts mailed to the student or picked up in person by the student will be stamped "Issued to Student". No exceptions.

Transcript orders will not be processed if you have any financial holds. When the hold is removed, it is the student's responsibility to inform the Registrar's Office. You may call 251-442-2435 or email at chall@umobile.edu.

PLEASE fill out the entire form. It is necessary in finding older records.

Transcripts CANNOT be sent to the student's email.

The normal processing time for sending official transcripts is 3-5 business days, unless same day service is requested. However, during peak times such as registration or commencement, processing may take longer.

If multiple transcripts are mailed to the same address, they will be sent in the same envelope unless otherwise requested. If mailing of copies separately is not specified, additional orders will be required and additional charges will apply.

Processing times may vary due to the number of requests received daily.

The University of Mobile does NOT provide faxed transcripts due to security & privacy considerations.

All transcript requests require the student's signature.