

This is to authorize and request release of a transcript of my academic record at JUDSON COLLEGE 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

EMAIL: _____

PHONE NUMBER: _____

SOCIAL SECURITY NUMBER

BIRTHDATE

FORMER NAME

CURRENTLY ENROLLED?

YES NO

DID YOU GRADUATE?

YES NO

DATES OF ATTENDANCE

FROM

TO

NUMBER OF COPIES: _____

- \$10.00 EACH 3-5 DAY PROCESSING
- \$25.00 EACH 24 HOUR PROCESSING

(BUSINESS DAYS: MONDAY – THURSDAY)

OVERNIGHT FEES ARE NOT INCLUDED

PRINT COMPLETE NAME ADDRESS & ZIPCODE

SEND
TO:

FOR USE BY BUSINESS OFFICE

TRANSCRIPT RELEASE AUTHORIZED BY:

TRANSCRIPT
MAILED ON

DATE _____

DATE _____

#1011REG002

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

University of Mobile (please
Registrar's Office payable to
5735 College Parkway
Mobile, AL 36613-2842

OR

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

registrarsoffice@umobile.edu

VISA

DISCOVER

MASTERCARD

Card # _____ - _____ - _____ / _____ Exp. Date _____ / _____

Verification Code # _____ Name on Card: _____

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

Judson College Transcript Ordering Options

Transcript Ordering / Delivery Options

*Transcripts may be ordered via email at registrarsoffice@umobile.edu

*Transcripts may be ordered by visiting the Registrar's Office in the Student Success Building behind the Weaver building on campus.

*Transcripts may be ordered by mail:

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

For orders via 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.

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.