

TRANSCRIPT REQUEST FORM

The Office of Registrar will only issue Official Transcripts. The cost of an Official Transcript is **\$5.00 per copy**.

I. Student Information: (Please Print Using Black/Blue Ink)

Last 4 Digits of SSN	Carlow ID Number	Date of Birth
Last Name	First Name	Middle Name
Street Address		
City	State	Zip Code
E-Mail Address		Phone Number
Maiden/Former Name(s)		Date Graduated/Last Date Attended
Student Signature (Hand-Signed Only, No Electronic Signatures Accepted)		Date of Request Submission

Please Mail, E-Mail, or Fax to:
Office of the Registrar
3333 Fifth Avenue
Pittsburgh, PA 15213
Fax: 412-578-6655
E-Mail: registrar@carlow.edu

For Payment:
Please submit payment via mailed check or money order. Transcript request can be emailed and payment sent via mail separately.

Please read the following before submitting your request:

1. Requests fulfilled in 1-2 business days. We cannot accommodate same day requests or walk-ins.
2. We do not fax or email transcripts.
3. An official transcript will be issued only upon the written request of the student in accordance with the Family Education Rights and Privacy Act of 1974 as amended.
4. All financial obligations to Carlow must be fulfilled in order for a transcript to be released.
5. If there is any problem processing a student's transcript request, an attempt will be made to contact the student.
6. The university mails transcripts via the United States Postal Service System. Any special handling, express mail service, or overnight delivery is the responsibility of the student.
7. We do not distribute unofficial transcripts. This is available to current students in WebAdvisor. Students who are no longer attending Carlow must request an official transcript.

II. Mailing Instructions:

Name of College/Business/Person
Department/Building
Street Address
City State Zip Code

III. Processing Information:

1. Number of Official Transcript copies for this request: _____

2. When do you want this request processed (select below)?

Process immediately

Hold until the following semester grades are posted:

Fall Spring Summer

Hold until the following semester degree/certificate is conferred:

Fall Spring Summer