

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:
Call the Cashier at 412-578-6052 or
submit payment via mailed check.

1. The transcript process takes **2 business days to complete**. We cannot accommodate same day requests or walk-ins. 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.

2. No transcript will be released on behalf of a student who has not fulfilled his/her financial obligation to the university. Transcript request forms that have missing information or are not legible will be returned. If there is any problem processing a student's transcript request, an attempt will be made to contact the student. If the problem cannot be resolved, or the student cannot be contacted, the request form will be returned to the student.

3. If the appropriate fee is not included, the transcript request form will not be processed and will be returned to the student. There is not a charge for transcripts that are needed for scholarship applications (as long as the name of the scholarship is provided under Mailing Instructions). There is also no charge for transcripts needed to take a course to transfer back to Carlow. Completed Off Campus Permission Form must be submitted with the transcript request to have the fee waived.

4. The university mails transcripts via the General United States Postal Service System. Any special handling, express mail service, or overnight delivery is the responsibility of the student. **We do not fax transcripts.**

5. We do not distribute unofficial transcripts under any circumstances. This is available to the student on WebAdvisor.

II. Mailing Instructions: Please do not mail transcript, I will pick it up:

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

III. Processing Information:

- Number of Official Transcript copies for this request: _____
- Check all that apply:
 - Process immediately
 - Hold until the following semester grades are posted:
 - Fall Spring Summer
 - Hold until the following semester degree is conferred:
 - Fall Spring Summer
- If you would like your transcript to reflect specific courses, please list them below: