



University of South Alabama

Request for Official Transcript

Office of the Registrar
390 Alumni Circle, Suite 1100
Mobile, Alabama 36688-0002
Telephone: (251) 460-6251
transcripts@southalabama.edu

**This form must be mailed or hand-delivered to the Registrar's Office for processing.
The University of South Alabama does not accept transcript requests via fax or e-mail.
All financial obligations to the University must be cleared at the time of mailing.**

Identification Information

Full Name on USA record: _____
(Last) (First) (Middle)

List all other Names: _____

*Student ID: **J00** _____ Birth Date: ____ / ____ / ____ *Last 4 of SSN: _____
(MM) (DD) *(YY) (Voluntary)

* Does not appear on transcript

Student Address: _____
City State / Province Zip / Postal Code Update My Address Information on USA's Database.

Phone Number: _____ Email: _____

I authorize and request release of a transcript of my academic record at the UNIVERSITY OF SOUTH ALABAMA to the person or institution addressed below. I understand that transcripts will not be issued until all financial obligations to the University are cleared. 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: **X** _____ Date: _____

Delivery Instructions / Information - Use One Form for Each Recipient.

Transcripts are processed in the order that they are received usually within three (3) business days. One week should be allowed for a request ordered at the end of any semester. Processing time does not reflect delivery time. Transcripts will not be processed or mailed on the days that the University is closed.

- Normal Processing (2 - 3 Business Days) Hold for Current Term Grades
 Hold for Degree to be Posted
Term: _____

Mail Pickup - Photo ID required. Transcript mailed to student address if not picked up within 10 days.

For: Admission Registrar Employment Self-Managed Package** Other*** _____

Name/Organization: _____

Address: _____

City State / Province Zip / Postal Code Country / Nation

Special Instructions _____

****Any transcript released to the student is stamped "issued to student for self managed package". The student is responsible for determining the recipient's policy for self managed packages that are sealed and signed by the Registrar.**

*****Unofficial student copy transcripts can be obtained online using your Jag number and PIN at <http://paws.southalabama.edu>.**

Payment Information (Payment Must Accompany Request)

Pay \$8.00 per copy by check or money order.

Number of Copies: _____

- Personal check or money order (payable to the University of South Alabama)

Pursuant to Federal Law 93-380, this personal information is transferred only on the condition that you will not permit any other party to have access to such information without the written consent of the student. Having so transferred such information, USA disclaims further responsibility.
Revised 05/2017

STUDENT ACCOUNTING'S USE ONLY
Amount Paid: _____
Receipt #: _____

REGISTRAR'S USE ONLY
<input type="checkbox"/> Holds: _____
Date Mailed: _____