



University of South Alabama Request for Official Transcript

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

For standard request, please mail this form with payment to the Office of the University Registrar.

I. Identification Information

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

List all other Names: _____

Student ID: J _____ Birth Date _____ / _____ / _____ Last 4 of SSN: _____
(if known) (MM) (DD) (Year) (Voluntary)

Student Address: _____
_____ (City) _____ (State) _____ (Postal Code) Update my address information

Phone Number: _____ Email: _____

Signature: _____ Date: _____

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. In compliance with 34 C.F.R. § 668.14(b)(33 & 34), students may obtain an official transcript despite owing a balance to the University. I understand that the University Registrar's Office does not release or reproduce transcripts from other institutions. Requests for such must be directed to the institution concerned.

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

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

Hold for Current Term Grades Pickup (Photo ID Required)

Name/Organization: _____ Attention: _____

Address: _____
_____ (City) _____ (State) _____ (Postal Code) _____ (Country / Nation)

Special Instructions _____

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. Any transcript released to the student is noted "issued to student". The student is responsible for determining the recipient's policy for self-managed packages that are sealed and signed by the University Registrar. **Current Students can obtain an unofficial student copy online through PAWS using their Jag number and JagNet password.**

III. Payment Information (Payment Must Accompany Request)

Standard Request \$10.00 per copy Number of Copies: _____
Pay by Personal check or money order (payable to the University of South Alabama)

USA Employment (No Charge)

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.

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

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