

# EASTERN MICHIGAN UNIVERSITY™

## Office of Records and Registration Transcript Request

There is a **\$5.00** fee per transcript ordered  
Please complete this form in its entirety.

Student Number: \_\_\_\_\_ SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Day / Year

Current Name \_\_\_\_\_  
Last Name First Name MI

Please list any other names under which you attended Eastern Michigan University \_\_\_\_\_

### PLEASE MAIL TRANSCRIPT(S) TO: *(Complete ONE FORM per recipient)*

❖ **Do not submit a transcript request to send EMU records internally to EMU departments. Please have the department contact the Office of Records and Registration directly.**

Institution/Business or Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

Number of Transcripts to be sent to the address above: \_\_\_\_\_

**Payment must accompany all requests. Requests must be submitted in-person or by mail to the address below.  
We cannot accept faxed requests.**

**Eastern Michigan University  
Cashier's Office – Transcripts  
201 Pierce Hall  
Ypsilanti, MI 48197**

Your Current address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

DATES OF ATTENDANCE AT EMU \_\_\_\_\_ / \_\_\_\_\_ TO \_\_\_\_\_ / \_\_\_\_\_ DATE OF LAST GRADUATION AT EMU \_\_\_\_\_ / \_\_\_\_\_  
Semester/ Year Semester/ Year Semester/ Year

### PLACE AN X IN THE APPROPRIATE BOX (check one box only)

\$5.00 per copy SEND TRANSCRIPT AS IS - Standard mailing. Processing time: 3-5 business days after Cashier's release <input type="checkbox"/>	\$5.00 per copy PICK-UP (in-person request only) After 1pm on the 2nd business day after Cashier's release. <input type="checkbox"/>	\$5.00 per copy HOLD UNTIL CURRENT SEMESTER GRADES ARE POSTED (approximately 1 week after semester end) SPECIFY SEMESTER: _____ <input type="checkbox"/>	\$5.00 per copy HOLD UNTIL DEGREE IS POSTED ON RECORD (approx. 4 weeks after close of term) <input type="checkbox"/>
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*EMU transcripts contain all course work completed at the University. **ISSUED TO STUDENT** will appear on all transcripts mailed to and/ or picked-up by the student and may not be considered "official" by another institution. Official transcripts will not be issued for anyone with past due financial obligations to the University.*

Legal Signature Authorizing Release of Transcripts \_\_\_\_\_

Date \_\_\_\_\_