UAPB Transcript Request Procedures

Instructions:

1. Complete a separate transcript request form for each address to which a transcript is to be sent.

2. To request by mail, complete the form below, print, sign, include payment of check or money order ($4.00 per copy payable to UAPB), and mail to:

   Academic Records/Transcripts, 1200 N. University Drive – Mail Slot 4983, Pine Bluff, AR 71601

3. If on-site, you may submit this web request form or complete the on-site request form. Bring a photo ID to the Registrar's Office in the Administration Building, Room 224. Please allow a minimum of **three to four** days for transcript processing. More time for processing may be necessary during peak periods (graduation, registration, final grading periods, etc.). All on-site requests must be made before 4:00 p.m. **Same-day pick up** requests must be received **before 2:30 PM** on a University business day and cost $8.00 per request. Please see Registrar's staff prior to paying for same-day requests.

4. The University discourages faxed transcript requests and transmissions since we can not assure data security and integrity. Fax transmissions may result in the distortion of data.

5. If you have never requested a transcript, your first one is free. Requests will not be honored if there is a restriction on your record.

****COMPLETE TO ENSURE PROPER IDENTIFICATION AND HANDLING****

Student ID or Social Security Number _____ Date of Birth _____

Full Name (Last, First, Middle) _____

Former Name(s) Used _____ Phone Number (Area Code) _____

Current Address _____

Currently Enrolled: ☐ Yes ☐ No If yes, ☐ Undergraduate ☐ Graduate If No, last semester attended:_____

Delivery Instructions:

☐ Mail Now ☐ Pick Up ☐ Mail after Term Grades ☐ Mail after Posting Degree

☐ Fax (Additional $6.00 for faxing) ☐ Expedited (Same business day, $8.00) Number of copies: _____ $4.00 per copy

Forward transcript to: _____
(Complete Address)

_____

_____

☐ Special Instructions: (Necessary if documents are accompanying transcript):

_____

Student's Signature _____ Date_____