



TRANSCRIPT REQUEST

Records Office

University of Missouri-St. Louis
One University Boulevard
St. Louis, MO 63121

Phone: (314) 516-5676 Fax: (314) 516-7096

For Cashier's Use

TRANSCRIPT FEE: \$5.00 PER COPY

Current Name _____

Social Security # _____

(required only if student number is unknown)

Present Address _____

City _____ State _____ Zip _____

Student Signature (required) _____ Date _____

UMSL Student Number _____

Name While Attending _____

Birth Date _____

Home Telephone # _____

Business Telephone # _____

E-mail Address _____

Are you a registered student for the CURRENT semester? _____ YES _____ NO

If no, what is the last year that you enrolled at UM-St. Louis: _____

TRANSCRIPT INSTRUCTION: Any transcript given or mailed to the student will be stamped "Issued To Student" and may be considered unofficial by the receiving party.

1. _____ Take with me. (It is not necessary for you to complete the mailing label below)
2. _____ Send by: Mail _____ Fax _____ E-delivery _____
3. _____ Send immediately.
4. _____ Hold request for **current semester** grades. _____ Fall _____ Spring _____ Summer
5. _____ Hold request for posting of **degree or certificate**.
6. _____ Hold for notation: **"Missouri General Education Requirements Met"**.
7. _____ Hold for (specify): _____

Please send _____ to the recipient:

#of transcripts

Name: _____

(check one box and provide information)

Mailing Address _____

City, St Zip _____

or

Email _____

or

Fax # _____

Please send _____ to the recipient:

#of transcripts

Name: _____

(check one box and provide information)

Mailing Address _____

City, St Zip _____

or

Email _____

or

Fax # _____

Please send _____ to the recipient:

#of transcripts

Name: _____

(check one box and provide information)

Mailing Address _____

City, St Zip _____

or

Email _____

or

Fax # _____

Please send _____ to the recipient:

#of transcripts

Name: _____

(check one box and provide information)

Mailing Address _____

City, St Zip _____

or

Email _____

or

Fax # _____