

I, \_\_\_\_\_, give permission for \_\_\_\_\_  
(Third Party Name)

to pick up my University of Missouri – St. Louis transcript.

**Mandatory reference information:**

Last four digits of the student social security number: \_\_\_\_\_

Students date of birth: \_\_\_\_\_

\_\_\_\_\_  
Student signature:

\_\_\_\_\_  
Date

A “wet” or ink signature is required;  
an electronic signature will not be accepted because  
it cannot be authenticated by the University.

**Note: The third party will need to show a picture ID to pick up the transcript.  
This is a one-time authorization.**

**Transcripts will need to be requested online via the National Student Clearinghouse. Transcripts can be ordered with a hold for pick up option. If sending someone other than yourself to pick up your transcript, please upload this completed form as an attachment to your transcript request.**