

Request for Transcripts

University of the Arts, Office of the Registrar
320 S. Broad Street Philadelphia, PA 19102
Phone: 215-717-6420 Fax: 215-717-6417

To acquire an official or unofficial copy of your transcript, please provide the following information.

PLEASE PRINT CLEARLY

Name: _____ Phone Number: _____

Any other names that you attended the University under: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ Date of Birth: _____

Last Semester Attended: _____ Major/Program: _____

Signature: _____

(Transcripts will not be released without the authorizing signature of the requesting student.)

Please use the space below to provide us with the address(es) in which to send your transcript:

Total number of transcripts needed: _____

Services and Fees: *(Please make note of which service you would like)*

- **Normal Service:** \$5 per transcript; usually processed within 3-5 business days and sent out via US Mail.
- **Fax Service:** For all requests made by fax, \$10 for first transcript and \$5 for each additional; usually processed within 3-5 business days and sent out via US Mail. A valid VISA or Mastercard number, expiration date and 3-digit security number must be included with these requests.
- **Emergency Service:** \$12 for first transcript and \$5 for each additional being sent to the same address; processed within 24 hours of receipt of request and sent out via US Mail.
- **FedEx Service:** \$30 for one transcript, \$5 for each additional being sent to the same address; processed within 24 hours of receipt of request and sent out via FedEx overnight service. WITHIN US ONLY.
- **International Emergency Service:** \$40 for one transcript, \$5 for each additional being sent to the same address; processed within 24 hours of receipt of request and sent out via DHL Express.

*Please mail or fax requests to the address/fax number listed above.
Make checks payable to University of the Arts.*

Transcripts will not be processed if the student's account is not in good financial standing. Transcripts show all work completed at University of the Arts. Transcripts from other institutions cannot be duplicated.