



# University of South Alabama Request for Official Transcript

Office of the University Registrar  
390 Student Center Circle, Suite 1100  
Mobile, Alabama 36688-0002  
Telephone: (251) 460-6251  
transcripts@southalabama.edu

**For standard request, please mail this form with payment to the Office of the University Registrar.**

## I. Identification Information

Full Name on USA record: \_\_\_\_\_  
(Last) (First) (Middle)

List all other Names: \_\_\_\_\_

Student ID: J \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Last 4 of SSN: \_\_\_\_\_  
(if known) (MM) (DD) (Year) (Voluntary)

Student Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Postal Code)  Update my address information

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I authorize and request release of a transcript of my academic record at the UNIVERSITY OF SOUTH ALABAMA to the person or institution addressed below. In compliance with 34 C.F.R. § 668.14(b)(33 & 34), students may obtain an official transcript despite owing a balance to the University. I understand that the University Registrar's Office does not release or reproduce transcripts from other institutions. Requests for such must be directed to the institution concerned.

## II. Delivery Instructions / Information - Use One Form for Each Recipient.

- Normal Processing (2 - 3 Business Days)
- Hold for Degree to be Posted - Term: \_\_\_\_\_
- Hold for Current Term Grades
- Pickup (Photo ID Required)

Name/Organization: \_\_\_\_\_ Attention: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Postal Code) (Country / Nation)

Special Instructions \_\_\_\_\_

Transcripts are processed in the order that they are received usually within three (3) business days. One week should be allowed for a request ordered at the end of any semester. Processing time does not reflect delivery time. Transcripts will not be processed or mailed on the days that the University is closed. Any transcript released to the student is noted "issued to student". The student is responsible for determining the recipient's policy for self-managed packages that are sealed and signed by the University Registrar. **Current Students can obtain an unofficial student copy online through PAWS using their Jag number and JagNet password.**

## III. Payment Information (Payment Must Accompany Request)

- Standard Request \$10.00 per copy Number of Copies: \_\_\_\_\_  
*Pay by Personal check or money order (payable to the University of South Alabama)*
- USA Graduate School (No Charge)
- USA Employment (No Charge)

Pursuant to Federal Law 93-380, this personal information is transferred only on the condition that you will not permit any other party to have access to such information without the written consent of the student. Having so transferred such information, USA disclaims further responsibility.

STUDENT ACCOUNTING'S USE ONLY	
Amount Paid: _____	
Receipt #: _____	

REGISTRAR'S USE ONLY	
<input type="checkbox"/> Holds: _____	
Date Mailed: _____	