



Office of the Registrar
Request for Faxed Transcript(s)

A faxed transcript is considered an unofficial document. There is a \$5.00 faxing charge for each copy. Complete all information, sign document, include credit card information (VISA or Mastercard number and expiration date) and fax directly to the Transcript Department. Transcript requests sent by e-mail or as scanned attachments will not be processed. Requests are usually processed within 2-3 business days. FAX (828) 262-7043

Last Name: _____ First Name: _____ Middle Name: _____

Name used at ASU (if different than current):

Last Name: _____ First Name: _____ Middle Name: _____

Street: _____ City: _____ State: _____ ZIP: _____

Telephone Number: _____ E-mail: _____

Fax Transcript To:

ATTN:

FAX#:

Empty box for recipient information

ATTN:

FAX#:

Empty box for recipient information

Student/Banner ID Number (Optional): _____ Approx. Last Date Attended: _____

Date of Birth: _____ Currently Enrolled? Yes ___ No ___

Comments/Special Requests:

Empty box for comments

Office Use Only

Table with payment options (CASH, CHECK, VISA/MC) and checkboxes for Grades, SR, GR, Amount, and Date Sent.

*Student Signature: _____ Date: _____

*Transcripts will not be processed without a signature

Visa or Mastercard Credit Card Number: _____ Expiration: _____