



Office of the Registrar
Request for Unofficial Transcript(s)

Complete all information, sign document fax or mail to the Transcript Department. Transcript requests sent by e-mail or as scanned attachments will not be processed. Unofficial transcripts can ONLY be mailed to or picked up by the student.

Transcripts, PO Box 32009, John E. Thomas Building, Boone, NC 28608
FAX (828) 262-7043, Phone (828) 262-2052

Last Name: First Name: Middle Name:

Name used at ASU (if different than current):

Last Name: First Name: Middle Name:

Copies: Limit 3 per request

Student Mailing Address:

Street: City: State: ZIP:

Telephone Number: E-mail:

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

Date of Birth: Currently Enrolled? Yes No

Comments:

Large empty rectangular box for comments.

Student Signature: Date:

Transcripts will not be processed without a signature

Requests are usually processed within 2-3 business days

An unofficial transcript does not bear the signature of the University Registrar. It will have the inscription "ISSUED TO STUDENT" on its face. Unofficial transcripts can ONLY be mailed to or picked up by the student. There is no charge for the mailing or pick-up of an unofficial transcript.

Office Use Only

Table with columns for Grades, SR, GR, and Date Sent.