




THE WASHINGTON SEMESTER PROGRAM

Transcript Request Instructions

 <p>Request for Official Transcript</p> <p>AMERICAN UNIVERSITY WASHINGTON, D.C.</p> <p>Please send a transcript to the address listed below for:</p> <p>Last name (when enrolled) <u>Doe</u> First name <u>John</u> M.I. <u>A.</u></p> <p>Student number <u>AU ID # 1234567</u></p> <p>Please allow 3 working days to process and mail this request. During grading periods, transcripts may require additional days to process. Thirty-minute service is available for requests submitted and picked up in person.</p> <p>To: <u>Office of the Registrar (or name)</u> <u>School name</u> <u>Street Address</u> <u>City, State</u> Zip code: <u>Zip</u></p> <p>The address above will be displayed in a window envelope for purposes of mailing your transcript. Please ensure that the address is correct and legible. REG 232</p>		<p>Office Use Only</p> <p>Date received _____ Date sent _____</p> <p>Are you currently enrolled? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If not, date last enrolled _____ Semester / Year _____</p> <p>Have you received a degree from A.U.? <input checked="" type="checkbox"/> None <input type="checkbox"/> Bachelor's _____ Month / Year _____ <input type="checkbox"/> Master's _____ Month / Year _____ <input type="checkbox"/> Doctorate _____ Month / Year _____</p> <p>Special Instructions <input type="checkbox"/> Send immediately <input checked="" type="checkbox"/> Hold for current semester's grades <input type="checkbox"/> Hold for posting of degree <input type="checkbox"/> Hold for grade change to _____ for course _____</p> <p>Number of copies requested <u>1</u></p> <p>Signature <u>John A. Doe</u> Date <u>11/26/2007</u> Street address <u>123 Any Street</u> City <u>Anytown</u> State <u>DC</u> Zip code <u>12345</u></p>
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Please complete the transcript request form included in your registration packet and return it along with your registration materials. This form serves an official transcript of your grades and credit earned at American University back to your home school at the end of the semester. If we do not have the form on file the Registrar at your home school will not receive any record of your semester with us. Please be as specific as possible in completing the form. Transcripts are usually sent three to four weeks after the end of the semester. Unofficial grades are available on-line through your EagleNet account.

Complete the Transcript Request Form According to the Following Instructions:

- Fill in your name and AU ID Number (found on your registration form).
- In the TO: Write the address of **your home school Registrar** or other office at your school to which you have been instructed to send the transcript. Please be as specific as possible.
- Students from the **University of Hartford, University of Miami and Scripps College** must fill in the address below on their forms:

Sarah Reuter
International Center
University of Hartford
200 Bloomfield Avenue
West Hartford, CT 06117

Glenda Hayley
International Educ. & Exchange Progs
University of Miami
P.O. Box 248005
Coral Gables, FL 33124-1610

Valerie Eastman
Office of Off-Campus Study
Scripps College
1030 Columbia Avenue
Claremont, CA 91711

- Check "Yes" for Currently Enrolled.
- Check "Hold for Current Semester's Grades" under Special Instructions.
- Number of copies is "1".
- **You must sign and date the form**, and fill in your permanent (home) address.

IMPORTANT NOTE

Unless this form is complete and accurate, your grades will not be sent back to your home school.