

University of Arkansas at Monticello

Transcript Request Instructions

(A request form is included below the instructions)

Instructions

1. **Fill Out** a separate form for each requested transcript that is to be sent to a different address.
2. **Mail** your completed form, a copy of a photo ID, along with a check or money order to:
UAM Cashier P O Box 3597 Monticello, AR 71656
3. **Fax** your completed form, a copy of a photo ID, along with your credit or debit information (card#, expiration date, and CVV Code from back of card) to:
UAM Registrar's Office: Fax# 1-870-460-1935
4. **Call** the Cashier's Office and pay by phone with credit or debit at 1-870-460-1043.
5. **Come** to the Registrar's Office with a photo ID to pick up your transcript in person.
6. **Third-Party Pickup**-If someone is picking your transcript up for you, they must have a copy of your photo ID along with a written statement giving them permission from you to pick up the transcript. They must also provide their photo ID when they pick up the transcript.
7. **Submit** the following information in order to receive your transcript if you are unable to print the transcript request form:

*** Name-including current name and other names used**

- | | | |
|--------------------------|--|-----------------------|
| * Social Security Number | * Date of Birth | * Dates of Attendance |
| * Campus Attended | * Phone numbers where you may be reached | |
| * Home address | * Address OR Fax# where transcript is to be sent | |
| * Your signature | * Copy of photo ID | * Email address |

Additional Information

Fee-There is a \$5 fee for each transcript provided. Payment must be made before processing.

Fee Holds-UAM does not release transcripts to students who have a financial obligation to the university.

Mailed Transcript Required-Most institutions request that the transcript be mailed directly to them.

Faxed Transcripts Not Accepted-Transcripts will be faxed upon written request, but most institutions do not consider faxed transcripts to be official.

Partial and Unofficial Transcripts are not issued by the Registrar's Office. Transcripts include the student's complete record, including all undergraduate and graduate courses taken at UAM. Credits earned at other institutions and submitted to UAM as requirements for the degree are posted to the UAM transcript. However, the official transcript used for transfer credit becomes part of the student's record and is not reissued. Official transcripts from other institutions must be requested directly from them.

Time-All requests are honored as quickly as possible. However, during busy periods, such as graduation, registration, end-of-term grade processing, etc., there will be some delay and may be no same day pickup.

Faster-Transcripts can be expedited or sent overnight by paying the Cashier's Office an additional \$15 fee.

If you should need further assistance, please contact the Registrar's Office at 1-870-460-1034.

University of Arkansas at Monticello

Office of the Registrar-Official Transcript Request

Must Provide Photo ID-Please Print

Student Identification Information

Student's Name: _____
Social Security Number: _____ Date of Birth: _____
Other Names Used: _____
Dates or Years of Attendance at UAM: From _____ To _____
Sites Attended: Monticello _____ McGehee _____ Crossett _____
Home Address: _____
Phone #'s where you may be reached: Daytime: _____ Cell: _____

When to Send Transcripts

Now _____ After Grades Post _____ After Degree Posts _____

How to Send Transcripts

Mail _____ Fax _____ Third-Person Pick Up _____ Overnight _____
Student Pick Up in Person _____

Number of Copies Requested: _____

Student Signature: _____

Date Signed: _____

Fax To #: _____

Mail To: _____

Payment Information for Mailed In or Faxed In Requests

Name on Card: _____ Account #: _____

Expiration Date: _____ CVV Code off Back of Card: _____

FOR OFFICE USE ONLY:

DATE STAMP

Receipt #: _____ Amount: _____

ID Verified By: _____ Logged By: _____

Date Processed: _____

Revised 07/09 MGT

In compliance with Public Law 93-380 (The Education Amendment of 1974), effective November 20, 1974, which declares it unlawful for a school to release any personal information unless the student files a written request, I, by signing this request form, authorize the Registrar's Office at the University of Arkansas at Monticello to release my academic transcript to the recipient listed.

The \$5.00 fee for each transcript must be paid to the Cashier's Office in advance. Please fill out a separate form for each requested transcript that is to be sent to a different address. All requests are honored as quickly as possible. However, during busy periods, there will be some delay and may be no same day pickup. You may expedite or overnight your transcript by paying an additional \$15.00 fee to the Cashier's Office.