



# Paper Transcript Request

Office of the Registrar  
Box 7154  
Davidson, NC 28035-7154

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

1. Circle delivery method:      **Pick up**      **Mailed**

Number of copies: \_\_\_\_\_

*There is no charge for transcripts unless FedEx or similar delivery is involved.*

**Transcript requests are usually processed within one working day. Please allow one week for a requests submitting during the last week of the semester.**

2. Check where appropriate :

\_\_\_\_ Currently enrolled      \_\_\_\_ Graduate or no longer enrolled

\_\_\_\_ Hold for current term grades      \_\_\_\_ Hold until degree is posted      \_\_\_\_ Hold for grade change

3. Indicate transcript type:

\_\_\_\_ Official copy (signed & sealed envelope)      \_\_\_\_ Unofficial copy (PDF for you to upload)

\_\_\_\_ Faxed unofficial copy to the following number \_\_\_\_\_

\_\_\_\_ Unofficial copy to professor \_\_\_\_\_ (no charge)

*Official transcripts are packaged separately unless you specify otherwise.*

4. Required information:

Full Name: \_\_\_\_\_ ID#: \_\_\_\_\_

or  
date of birth: \_\_\_\_\_

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

(not needed if sent from a Davidson email address)

If you would like your transcript mailed, please **NEATLY PRINT** the address below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_