



SACRED HEART UNIVERSITY  
TRANSCRIPT REQUEST

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

MAIDEN NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DAY TIME PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ID# \_\_\_\_\_ SOCIAL SECURITY : \_\_\_\_\_

# OF TRANSCRIPTS REQUESTED: \_\_\_\_\_ / \_\_\_\_\_

Undergraduate

Graduate

MAIL TRANSCRIPT TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TYPE OF TRANSCRIPTS REQUESTED: Unofficial \_\_\_\_\_ Official \_\_\_\_\_

HOLD FOR FINAL GRADES? Yes No Which semester? \_\_\_\_\_

HOLD FOR GRADUATION ? Yes No May August December

There is a fee of **\$8.00** for each transcript requested:

**Undergraduate, Graduate, Official, or Unofficial**

**Checks payable to: Sacred Heart University.**

Mail or deliver this request to:

Office of the Registrar  
Sacred Heart University  
5151 Park Avenue  
Fairfield, CT 06825-1000

**Allow 7 to 10 business days for processing** --All financial obligations must be reconciled before transcripts will be released.

Use separate forms for each mailing address to which transcripts will be sent.

**Neither official nor unofficial transcripts will be faxed or emailed.**

Allow additional time for processing during registration times.

**STUDENT'S SIGNATURE:** \_\_\_\_\_

(REQUIRED)

\*\*\* We Do Not Accept Request Forms Via Fax Or Email \*\*\*

\* Request form(s) must be submitted with payment \*