

**SACRED HEART UNIVERSITY  
TRANSCRIPT REQUEST**

**\*\*ORDER ONLINE! GO TO OUR WEBSITE AND CLICK ON THE LINK!\*\***

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

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

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

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

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

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

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

NUMBER 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**

**If you require Rush or Overnight Mailing, select any service requested from the list below. Fees listed are in addition to the \$8 fee per transcript. These requests are processed within 2 business days of receipt.**

- Rush (regular mail or pickup)----\$15/address     Overnight delivery to Canada or Mexico-----\$50/address  
 Overnight delivery to the U.S.----\$30/address     Overnight delivery to other International locations---\$60/address

**Please make 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 unless Rush or Overnight Mailing services are selected.**

**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 \*