REGISTRAR'S OFFICE

UNIVERSITY OF MOBILE

5735 College Parkway
MOBILE, ALABAMA 36613-2842

This is to authorize and request release of a transcript of my academic record at the UNIVERSITY OF MOBILE to the person or institution addressed below. I understand that the Registrar's Office does not release or reproduce transcripts from other institutions. Requests for such must be directed to the institution concerned.

_____ **SIGNATURE OF STUDENT**

_____ **DATE OF REQUEST**

STUDENT NAME AND ADDRESS

PLEASE PRINT

_____
_____
_____
_____

- Transcripts issued to a student MUST be stamped "ISSUED TO STUDENT."
- "OFFICIAL" transcripts needed for employment or admission to another university, etc. will NOT be released/mailed to a student.
- Transcripts will NOT be released to a third party without the student's written permission.

Transcripts are $10.00 each for regular processing
(Mailed outside USA or for immediate service - $25.00 each)
Requests for same day service must be received by 10:00 AM

TRANSCRIPT TO BE MAILED (check one):

❑ **AT END OF PRESENT TERM** ❑ **AFTER DEGREE IS POSTED** ❑ **IMMEDIATELY**

USE BALLPOINT PEN: THIS IS TO BE USED AS AN INSERT IN A WINDOW ENVELOPE. PRINT COMPLETE NAME, ADDRESS AND ZIP CODE.

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SOCIAL SECURITY NUMBER

BIRTHDATE

FORMER NAME

CURRENTLY ENROLLED? YES ❑ NO ❑

DID YOU GRADUATE? YES ❑ NO ❑

DATES OF ATTENDANCE?
FROM TO

PURPOSE
- ❑ advisement
- ❑ applying to Grad/Prof School
- ❑ applying for transient study
- ❑ scholarship*
- ❑ transferring
- ❑ considering transfer
- ❑ employment

*Requests for scholarships must include name and address of sponsoring body.

FOR USE BY BUSINESS OFFICE

Transcript release authorized by

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DATE_____

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You can MAIL your request to:
(please make check or money order payable to the University of Mobile)

University of Mobile
Registrar's Office
5735 College Parkway
Mobile, AL 36613-2842

OR

You can FAX your request to:
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