



Request for Official Transcript

This form is intended for students who attended A-State prior to summer of 1990 and DO NOT have access to the online Self Service account. If you have attended any time AFTER the summer of 1990, please make your request online at http://www.astate.edu/a/registrar/students/transcripts/ for the fastest turnaround.

Paper/written requests made by currently enrolled students will be processed after all other requests.

Transcripts will NOT be released until ALL financial and/or administrative obligations to the university have been satisfied.

Personal Information Please type or print legibly.

Form with fields for Student ID Number or SSN, Student Name, Date of Birth, Student Address, City, State, Zip Code, Phone Number, Currently Enrolled?, and Last Term Attended?

Number of Transcripts

Table with 4 columns: # Copies, \$ per Copy, Total \$, and a note: Must include a check or money order only.

Processing Information Requests to alternate addresses must be made on separate forms.

Form with fields for Mail to: (address lines), Select one: Mail Now, Hold until grades are posted, Hold until degree is posted, Student Signature, and Date.