UNIVERSITY OF ALASKA SOUTHEAST

TRANSCRIPT REQUEST

ADMISSIONS & RECORDS, JUNEAU CAMPUS
11120 GLACIER HWY., JUNEAU, AK 99801
TEL: (907) 796-6268
FAX: (907) 796-6002

JNACC | 01.08

PLEASE RETAIN A COPY FOR YOUR RECORDS

last name first name middle initial

social security no.

student ID

[ ] Female [ ] Male

date of birth

previous name(s)

mailing address

city **state** **zip code**

daytime tel **evening/message tel**

e-mail *(Correspondence to current students is sent to the student e-mail account)*

✖

signature (required) **date**

To maintain confidentiality, the University does not publish social security numbers on written reports, forms, electronic displays, or other communication unless required and/or permitted by law (Family Education Rights and Privacy Act of 1974). Social security numbers will be printed on official transcripts.

STUDENTS WITH OUTSTANDING FINANCIAL OBLIGATIONS

Transcripts are not issued to individuals with outstanding financial obligations to the University of Alaska. It is your responsibility to contact the records office once the hold is removed. Your transcript will then be processed.

Please send transcripts:

[ ] **Now** *(some classes may not yet be graded)*

or after grades show for:

[ ] Specific semester: _____

[ ] Specific class: _____

[ ] Change of grade for this class: _____

[ ] After degree is posted: _____

[ ] After Teacher Certification is posted: _____

Official transcripts are requested from: *(check all that apply)*

[ ] **University of Alaska Southeast** (907) 796-6268
Includes Juneau, Ketchikan, Sitka, Military Sites
Dates of attendance: _____

[ ] **University of Alaska Anchorage** (907) 786-1480
Includes Anchorage, Kenai, Kodiak, Mat-Su, Prince William Sound, Adak, Shemya
Dates of attendance: _____

[ ] **University of Alaska Fairbanks** (907) 474-6240
Includes Kuskokwim, Northwest, Tanana Valley, Chukchi, Rural Ed, Correspondence
Dates of attendance: _____

As a service to students, requests for transcripts from UAF and UAA will be forwarded to that campus via electronic mail. Unfortunately, we cannot guarantee their processing time. Should you have questions or problems concerning your request, please contact those campuses directly.

METHOD OF PAYMENT

Transcript requests will not be processed without payment.

Unofficial Transcripts are available through UA Online

[ ] **Official Transcript: $7.00 per transcript, 7–14 business days; rush processing, $5.00 fee, 1–3 business days**

No. of transcripts:	x $7.00 = $
Rush fee (optional)	$5.00 = $
Total amount due = $	

[ ] Cash [ ] Check (No. _____) [ ] Mastercard [ ] Visa

credit card number **exp. date** *(month/year)*

Send transcript to: [ ] # of copies

Send transcript to: [ ] # of copies

Send transcript to: [ ] # of copies

Send transcript to: [ ] # of copies

Send transcript to: [ ] # of copies

(Use back of form to list additional transcript recipients)