



Oakwood University – Records Office
7000 Adventist Boulevard NW • Huntsville, Alabama 35896

TRANSCRIPT REQUEST FORM

Telephone: (256) 726-7346 – Fax: (256) 726-7199

ALLOW 7-10 BUSINESS DAYS FOR PROCESSING.

Processing Fees	
NO PERSONAL CHECKS	
Official Transcript Fee	\$5.00
Unofficial Transcript Fee	\$2.00
Expediting Fee (add'l)	\$5.00
USPS Express (US)	\$17.00
USPS Int'l Express	\$25.95
FedEx (US)	\$17.00
FedEx Int'l	\$57.50

Please Print or Type

Requestor Name: _____	Maiden: _____
Other Name(s) Used: _____	
Address: _____	Phone No: _____
City: _____	State: _____ Zip: _____
E-mail Address: _____	
Social Security #: _____	Date of Birth: _____
Dates Attended: _____	Graduation Date: _____

(Select all that apply)

Needed _____ Official Unofficial Expedite Pick-up Mail USPS FedEx Int'l
 Undergraduate **Graduate** **HOLD for** **Semester / Summer Grades** **Graduation Date**

1. Please send this transcript to:

Name or Institution: _____
 Address 1: _____
 Address 2: _____
 City: _____ State: _____ Zip Code: _____
 Attn: _____

Needed _____ Official Unofficial Expedite Pick-up Mail USPS FedEx Int'l
 HOLD for **Semester / Summer Grades** **Graduation Date**

2. Please send this transcript to:

Name or Institution: _____
 Address 1: _____
 Address 2: _____
 City: _____ State: _____ Zip Code: _____
 Attn: _____

MONEY ORDER OR CASHIER'S CHECK ONLY – NO PERSONAL CHECK WILL BE ACCEPTED

➤ I hereby authorize the release of my transcript(s) to the institution(s) or individual(s) indicated above. A Money Order or Cashier's Check is attached for the amount of \$_____.

Signature: _____ Date: _____

Please do not write in the space below!

Cash _____	Money Order _____	Cashier's Check# _____	Receipt # _____
Account Balance _____	USPS Exp# _____	FedEx # _____	Advisor's Copy _____
Signature (for Pick-up) _____		/ Processor _____ Date Completed _____	
Signature above indicates transcript received			