



**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.**

<b>Processing Fees</b>	
<b>NO PERSONAL CHECKS</b>	
Official Transcript Fee	\$5.00
Unofficial Transcript Fee	\$2.00
Expediting Fee (add'l)	\$5.00
USPS Express (US)	\$19.00
USPS Canada/Mexico	\$27.00
USPS Int'l Express	\$30.00
FedEx (US)	\$40.00
FedEx Int'l	\$125.00

**Please Print or Type**

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

*(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