



**TRANSCRIPT
REQUEST**

Student Name: _____

Last 4 Digits of your Social Security Number: XXX – XX – _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Email: _____

Other names(s) used while attending (if applicable): _____

Dates of Attendance: From _____ to _____

Degree Program: _____ Did you graduate? Yes _____ No _____

1. Transcript TYPE: OFFICIAL Transcript _____ UNOFFICIAL Transcript _____

2. DELIVERY Method: [ONLY HARD COPY Transcripts, delivered in person or mail, AVAILABLE]

Self (Will be clearly marked “Issued to Student”)

- Mail to student address above
- Place in Student Mailbox

OR

Mail directly to Address below: (sent directly to Address in sealed/signed envelope)

3. Is there any further information we should know? (re: delivery method, deadline, special requests, etc.)

➤ Please allow **2-3 business days for the processing of transcript requests.**

It is the responsibility of the requester to allow sufficient time to meet a deadline. If you have not allowed sufficient time to meet a deadline, *every effort* will be made to assist you with your rush request, however we are unable to guarantee delivery in less than 5 business days.

I hereby authorize the Office of the Registrar to release a copy of my transcript to the person, school or business noted above.

Student Signature _____ Date _____

DMU Policy

Student Records

Divine Mercy University maintains student records necessary for the educational guidance and/or welfare of students, for the orderly and efficient operation of the University, and as required by law and in accordance with FERPA (The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99).

All information related to individual students is confidential. Student records are the property of the University but will be made available to appropriate parties in accordance with FERPA, state and federal law. The University disseminates student information in accordance with applicable state and federal laws and the University's own established policies and procedures.

Transcripts

Official and Unofficial Academic Transcripts are issued to designated parties by the Office of the Registrar, with the written approval of the student. Students may also obtain unofficial copies of their Academic Transcripts via their student portal. Academic Transcripts cannot be transmitted by the University electronically. Students must have satisfied his or her student account for an Official Academic Transcript to be issued.

DMU Academic Catalog