

BYU Transcript Order Form

This form is an interactive PDF form. This means you may complete this form online, but you must print it off and sign it before submitting. **We CANNOT process this form without your signature.**

Note: This form is for BYU college level courses only. High school courses completed through Independent Study need to be ordered through that office. Their form is available at <http://is.byu.edu/site/courses/ordertrans.cfm>.

STEP 1: YOUR INFORMATION

Current Name (Last, First, Middle)		All Other Names Used	BYU ID# or SSN	
Current Street Address		City	State	Zip Code
Dates of Attendance	Email (Mandatory)	Date of Birth	Phone	

STEP 2: WHEN TO MAIL TRANSCRIPTS

Choose one:

Mail immediately Mail after degree is posted _____ (semester/term)

Mail after current grades are available _____ (semester/term) Mail after Independent Study

Please specify any Independent Study Courses pending completion that you would like included on your transcript:

STEP 3: DESTINATION(S)

<p>Electronic Copy</p> <p>Recipient Email:</p> <p>_____</p> <p>Check here if you want to have the last four digits of your SSN printed on this transcript</p>	<p>Electronic Copy</p> <p>Recipient Email:</p> <p>_____</p> <p>Check here if you want to have the last four digits of your SSN printed on this transcript</p>
<p>Hard Copy</p> <p>Mail _____ (# of hard copies) to address:</p> <p>_____</p> <p>Check here if you would like these sealed in separate envelopes.</p> <p>Check here if you want to have the last four digits of your SSN printed on this transcript</p> <p style="text-align: right;">Regular Mail</p> <p style="text-align: center;">International Priority Mail (Additional \$18.00)</p> <p style="text-align: center;">Overnight (Additional \$14.00)</p>	<p>Hard Copy</p> <p>Mail _____ (# of hard copies) to address:</p> <p>_____</p> <p>Check here if you would like these sealed in separate envelopes.</p> <p>Check here if you want to have the last four digits of your SSN printed on this transcript</p> <p style="text-align: right;">Regular Mail</p> <p style="text-align: center;">International Priority Mail (Additional \$18.00)</p> <p style="text-align: center;">Overnight (Additional \$14.00)</p>

STEP 4: PAYMENT

Transcripts: \$5.00 per electronic copy \$6.00 per hard copy Regular Mail: Included with transcript fee Intl. Priority Mail: Additional \$18.00 Overnight Mail: Additional \$14.00	If paying by check, make payable to BYU.	Visa/Mastercard/Discover/American Express # _____ Exp Date: _____ Cardholder's Signature Authorizing Charge: _____
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STEP 5: SIGN & SUBMIT

Signature: (REQUIRED) _____	Date: _____	Send Transcript Request to: BYU Records Office B-150 ASB Provo, UT 84602 Fax: (801) 422-0613 For questions contact the Records Office at (801) 422-2631.
Please allow 3-5 business days for processing from the time we receive this request in our office. This includes overnight, priority mail and students who attended before fall semester 1979.		