University of Central Missouri - Request for Official Transcripts

Registrar's Office; WDE 1000, Warrensburg, Missouri 64093; Phone (660) 543-4900; FAX (660)543-8400; transcripts@ucmo.edu

Transcripts are $10 each and can be mailed (only in the US), faxed, or e-mailed.
Transcripts cannot be faxed outside of the U.S. **Faxed and e-mailed transcripts may not be considered official by the receiving institution. Check with the recipient before making your request for a faxed or e-mailed transcript.**
Transcript fees are non-refundable.

Print **Your** Name (for contact purposes):_____

Student # or SSN:_____Date of Birth(mm/dd/yyyy):_____

Your Address:_____
(for contact purposes – not where we are sending the transcript)

City:_____State:_____Zip Code:_____

Home Phone: (_____)_____Cell/Daytime Phone: (_____)_____

E-Mail Address:_____

Choose one: [ ] I am currently enrolled at UCM [ ] I last attended:_____
(semester, year)

Send transcript(s): [ ] Now [ ] Hold for grades* [ ] Hold for degree*

(*Only check this if your final grades **do not** already show on your unofficial transcript/Central Degree Audit. Grades are available on transcripts the Wednesday after finals week and degrees are generally posted within 10 days of graduation. *If you check these boxes and grades/degrees are already posted, your transcript will not be sent until the end of the following semester!*)

Mail: _____ copy(ies) to: Name/Institution:_____

Attention To:_____

Address:_____

City:_____State:_____

Zip Code:_____Country:_____

Mail: _____ copy(ies) to: Name/Institution:_____

Attention To:_____

Address:_____

City:_____State:_____

Zip Code:_____Country:_____

Email to: _____

Fax to: Fax number:(_____)_____Attention:_____
Secure pdf e-transcripts are available for students who attended UCM after 1980 and can be ordered online in MyCentral through National Student Clearinghouse.

I authorize the release of my transcripts to the addresses/faxes/e-mail address listed above.

*****STUDENT SIGNATURE REQUIRED***** **DATE**

Contact the Registrar's Office to make payment arrangements.