



The Uniformed Services University of the Health Sciences

Official Transcript Request Form



Please complete this form and email to: registrar@usuhs.edu

Email subject line: Transcript Request

- Complete one form for each request.
- There is no charge for sending a transcript.
- Official transcripts will not be sent to student's home address
- Official transcripts will not be faxed or emailed.
- Unofficial transcripts can be emailed to student upon request.
- Please allow up to 3-7 business days for processing.

STUDENT INFORMATION

(Please type or print legibly if form is printed for completion)

Last name:		First name:		MI:
If different, list name under which enrolled:				
Date of birth: (MONTH/DAY/YEAR)			SSN (Last four only):	
Currently Active Duty: YES NO		Branch of Service: (Check one): Army Air Force Marine Corps Navy Coast Guard Other (Specify):		
USU School attended:		Dates attended USU: Start: End:		Graduation Date:
Telephone number:		Alternate number:		Email address:
Current address:				Apt. #
Current address continued:				
City, State:		Zip Code:		Country (if not U.S.):

REQUEST INFORMATION

Students are responsible for providing accurate address information for third party recipients

Delivery Method: Student pick-up Mail Official military requirement	Send Transcripts: Now, do not hold Hold until grades are posted Hold until degree is awarded Hold until date:	Reason for request:	MAIL TO:
			Third party addresses only
			ADDRESS 1:
			ADDRESS 2:
			CITY
			STATE:
			ZIP CODE:
			COUNTRY (other than U.S.)

SIGNATURE: _____	DATE:
**NOTE: Must have signature to process. Digital signatures accepted for online submission.	

OFFICIAL USE ONLY:

RECEIVED/PROCESSED BY:	Date transcript mailed:
Remarks:	