

# PRINCETON UNIVERSITY TRANSCRIPT REQUEST FORM

Office of the Registrar 101 Morrison Hall, Princeton, N.J. 08544 Tel: (609) 258-3365 Fax: (609) 258-6328 Office Hours: M-F 8:45am - 5pm Summer Hours: M-F 8:30am - 4:30pm

## INSTRUCTIONS

**Step 1.** Type the information in the space below.

**Step 2.** Print the form.

**Step 3.** Sign the form.

**Step 4.** Fax to: **(609) 258-6328** or mail to: Office of the Registrar, 101 Morrison Hall, Princeton, NJ 08544

**\* There is no additional charge for an official printed transcript \* We do not FAX transcripts**

**You must sign this form.**

Transcripts are generally mailed or are available for pickup within one business day following receipt of your request

The Registrar's Office will accept faxed requests for transcripts **ONLY IF faxed forms** carry **the signature** and student **University ID** or alumni **TigerNetID**.

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**PUID or TigerNetID. #** \_\_\_\_\_ **Today's Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/day/year)

**Signature (required):** \_\_\_\_\_

**Undergraduate Transcript**  **Undergraduate Class of** \_\_\_\_\_

**Graduate Transcript**  **Other**

**Total Number of Transcript(s) Ordered:** \_\_\_\_\_ (Maximum: 10 per day)

**A.** I prefer to pick up my transcript(s) at the Office of the Registrar **No**  **Yes**  Number of transcripts: \_\_\_\_\_

**B.** Please specify the mailing address(es) where you want the transcripts sent. If you have more addresses, please complete another form.

Mailing Address 1	Mailing Address 2

Mailing Address 3	Mailing Address 4

**Special Handling Instructions:**

**Place transcripts in individual envelope:**

**Other Instructions:**

For expedited delivery, select Current Student Logon or Alumni Logon at <http://registrar.princeton.edu/student-services/transcript/>