Office of Records and Registration
Eastern Michigan University
304 Pierce Hall • Ypsilanti, MI 48197
Phone: (734) 487-4111 • Fax: (734) 487-6808
registrar@emich.edu

Transcript Request Form

Step 1 Please print legibly and complete all applicable information. Student signature is required at the time of ordering.

Submit requests to Records and Registration at 303 Pierce Hall, Ypsilanti, MI 48197 or either Service EMU location – McKenny or the Student Center, by email to registrar@emich.edu (this request must accompany an email), or by fax to 734.487.6808.

The required information is necessary for the continuous legitimate business and educational operation of Eastern Michigan University. It is, and will be, maintained in compliance with applicable US law, educational accrediting body requirements, and institutional policies and procedures. Questions or concerns may be directed to the Office of Records and Registration at registrar@emich.edu.

Student Number

Last Name First M.I.

Current Address

City State Zip

Dates of Attendance at EMU: ____/____ TO ____/____
Sem/Year Sem/Year

Date of Birth Social Security Number (optional)

Former names under which you attended EMU

Email Address

Daytime Telephone Number

Date of Last Graduation at EMU (Semester/Year)

Step 2 **PLACE AN X IN THE APPROPRIATE BOX (check one box only)**

SEND TRANSCRIPT AS IS	PICK UP (in person requests only)	HOLD UNTIL END OF *CURRENT* SEMESTER GRADING PROCESS	HOLD UNTIL DEGREE IS POSTED ON RECORD
Processing time: 3-5 business days after receipt. For standard US mail, please allow up to 10 days for delivery. ☐	Available after 1pm on the 2nd business day after order is received. ☐ (Skip step 3)	***Summer semester end of grade process is in August** ***(Will be processed approximately 1 week after semester end)*** ☐	(approximately 3 - 5 weeks after close of term) ☐

Step 3 **PLEASE MAIL TRANSCRIPT(S) TO: (Complete ONE FORM per recipient)**

Recipient/Institution/Business Name: _____

Address: _____

_____

City: _____ State: _____ ZIP: _____ Country: _____

Step 4 **Total Number of Transcripts requested: _____**

Optional Fees (Payment must accompany all requests).** Check or money order ***only made out to: Eastern Michigan University.

Express Mail Delivery (Add'l fee): _____ X $ 27.50 = $ _____

Total Amount Due **$** _____

EMU Use Only:
Payment Received: $ _____
Date: _____ Initials: _____

EMU transcripts contain all course work completed at the University. **ISSUED TO STUDENT** *will appear on all transcripts mailed to and/ or picked-up by the student and may not be considered "official" by another institution. Official transcripts will not be issued for anyone with financial obligations to the University.*

X _____ _____
Handwritten Signature Required Date

revised 1/18

☐ Check here if ordering by a third party with authorized release