Transcript Request Form

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

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.

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**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 Service EMU in the Student Center, by email to registrar@emich.edu (this request must accompany an email), or by fax to 734.487.6808.

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

SEND TRANSCRIPT AS IS  
Processing time: 3-5 business days after receipt. For standard US mail, please allow up to 10 days for delivery.

PICK UP (in person requests only)  
Available after 1pm on the 2nd business day after order is received. (Skip step 3)

HOLD UNTIL END OF CURRENT SEMESTER GRADING PROCESS  
*Summer semester end of grade process is in August  
(Will be processed approximately 1 week after semester end)

HOLD UNTIL DEGREE IS POSTED ON RECORD  
(approximately 3 - 5 weeks after close of term)

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

Recipient/Institution/Business Name: ____________________________

Address: ______________________________________________________

City: __________________________ State: ___________ ZIP: ___________ Country: _________________

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**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 = $ __________

EMU Use Only:
Payment Received: $ __________
Date: _________ Initials: __________

Total Amount Due $ __________

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**Handwritten Signature Required**

X  
Date  
revised 1/18

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

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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.