



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 request to Service EMU (268 Student Center) or by email to [registrar@emich.edu](mailto:registrar@emich.edu)**

**Electronic transcripts must be ordered online at [www.getmytranscript.com](http://www.getmytranscript.com)**

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](mailto:registrar@emich.edu).

Student Number _____	Date of Birth _____	Social Security Number (optional) _____
Last Name _____ First _____ M.I. _____	Former names under which you attended EMU _____	
Current Address _____	Email Address _____	
City _____ State _____ Zip _____	Telephone Number _____	
Dates of Attendance at EMU: ____/____/____ TO ____/____/____ Sem/Year Sem/Year	Date of Last Graduation at EMU (Semester/Year) _____	

## Step 2

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

<b>SEND TRANSCRIPT AS IS</b> Processing time: 3-5 business days after receipt. <u>For standard US mail, please allow up to 10 days for delivery.</u> <input type="checkbox"/>	<b>HOLD UNTIL END OF CURRENT SEMESTER GRADING PROCESS</b> <i>*Summer semester end of grade process is in August</i> (approximately 1 week after close of term) <input type="checkbox"/>	<b>HOLD UNTIL DEGREE IS POSTED ON RECORD</b> (approximately 3 - 5 weeks after close of term) <input type="checkbox"/>
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**Electronic transcripts must be ordered online at [www.getmytranscript.com](http://www.getmytranscript.com)**

## 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 8/20

Check here if ordering by a third party with authorized release, print name: \_\_\_\_\_