



- ▶ All financial obligations to The University of Akron must be reconciled prior to the release of an official academic transcript.
- ▶ A **RapidRequest** is fulfilled while you wait. A separate request is required for each official academic transcript produced. Each official academic transcript is produced for a fee of \$10 and is marked **ISSUED TO STUDENT**.
- ▶ ALL information must be provided legibly.

<b>Full Name:</b>		<b>Last year attended:</b>	
<b>Current Address:</b>	<b>City:</b>	<b>State:</b>	<b>ZIP:</b>
<b>Year of Birth: and Last 4 digits of SS#: OR Student ID #:</b>		<b>Maiden or Former Name(s):</b>	
<b>E-Mail Address:</b>		<b>Daytime Phone Number:</b>	

- ▶ If you authorize the Office of the University Registrar to release ONE (1) official academic transcript to a designee, please identify the designee.

<b>Designee:</b>
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- ▶ In order for the Office of the University Registrar to release your official academic transcript, you **MUST** hand sign this request.

<b>YOUR HAND SIGNATURE:</b> <small>(required to release your academic record pursuant to Public Law 93-380)</small>	<b>Date:</b>
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CASHIER MARK PAYMENT VERIFICATION

Please verify that you do not currently have a financial hold on your record and then take your completed **RapidRequest** to the Cashier. Each request requires the payment of a \$10 fee. After the Cashier has marked your request, please submit it to the Information Desk in the lobby of Simmons Hall. The Office of the University Registrar looks forward to promptly fulfilling your request while you wait.

- ▶ Please acknowledge receipt of the official academic transcript. Proper photo identification is required.

<b>RECIPIENT'S HAND SIGNATURE:</b>	<b>Date:</b>
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