



Official Academic Transcript
Special Exception Request

- ▶ All financial obligations to The University of Akron must be reconciled prior to the release of your transcript unless you are granted a special exception by the Office of Student Accounts/Bursar.
- ▶ With a special exception to your financial hold, you may request a single official academic transcript. The transcript is produced free of charge and within 2 business days of receipt of your request.
- ▶ ALL information must be provided legibly. To release your record, you **MUST** hand sign your request.

Full Name:		Last year attended:	
Current Address:	City:	State:	ZIP:
Year of Birth: and Last 4 digits of SS#: OR Student ID #:		Maiden or Former Name(s):	
E-Mail Address:		Daytime Phone Number:	
YOUR HAND SIGNATURE: <small>(Required to release your academic record pursuant to Public Law 93-380)</small>			Date:



- ▶ You must provide the name and address of a recipient, even if the recipient information is your name and address.
- ▶ An academic transcript that is mailed directly to you, is collected in person by you or is collected on your behalf by your documented designee, regardless of the intended recipient, will be addressed to you and will be marked **ISSUED TO STUDENT**.

Release ONE (1) transcript to:

Recipient:	
Address:	
City, State, ZIP:	XML

If the Office of Student Accounts/Bursar grants a special exception to your financial hold, submit your request within five (5) calendar days using one of the following options:

- Scan and email your signed request. transcripts@uakron.edu
- Fax your signed request. 330.972.6097
- Mail your signed request. Office of the University Registrar
The University of Akron
Akron, OH 44325-6208

Office of Student Accounts/Bursar
SPECIAL EXCEPTION TO A
FINANCIAL HOLD

Approval Date _____

Approval Attached