

OFFICIAL ACADEMIC TRANSCRIPT REQUEST



If are currently enrolled or have been enrolled at any point since fall semester 2001, do not use this request. You must submit your request via My Akron. For assistance with your UAnet ID and/or password, please contact ZipSupport at 330.972.6888.

- ▶ *ALL financial obligations to The University of Akron must be reconciled prior to the release of an official academic transcript.*
- ▶ *To release your official academic transcript, you **MUST** hand sign your request.*
- ▶ *Transcripts are produced within 1 business day of receipt of request and are free of charge.*

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



- ▶ *For each transcript requested, you must provide a recipient and a complete USPS mailing address, even if you are the recipient.*
- ▶ *An academic transcript that is mailed directly to you is marked **ISSUED TO STUDENT**.*
- ▶ *No more than four (4) official academic transcripts are produced on your behalf on any given business day.*

The Office of the University is authorized to release one (1) official academic transcript to each of the following recipients:

Recipient:	
Address:	
City, State, ZIP:	XML

Recipient:	
Address:	
City, State, ZIP:	XML

Recipient:	
Address:	
City, State, ZIP:	XML

Recipient:	
Address:	
City, State, ZIP:	XML

Submit your request 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