

TRANSCRIPT or RECORD REQUEST FORM

Faulkner University * Registrar's Office * 5345 Atlanta Hwy, Montgomery, AL 36109
Fax#334-386-7244

TRANSCRIPT FEE is \$5.00 per transcript (Faxed, Hand Carried, Mailed, Official, Student Copy or Unofficial). Payment is required by check, money order or credit card. If the University has placed your record on hold, no transcript can be issued until the hold has been cleared.

* The transcript fee is waived, if the transcript is sent to an office or program within Faulkner University.

* **ALL** information must be **COMPLETED** in order to process your request.

* Phone or e-mail requests are not accepted.

* We **DO NOT** offer "NEXT DAY SERVICE."

* Once the request is received by the Registrar's Office, it will be processed within **3 BUSINESS DAYS**.

PRINT: Your name, address and phone

Name while attending Faulkner/ACC

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Student ID# or Social Security Number

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Date of Birth

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CAMPUS ATTENDED: Montgomery____ Birmingham____ Florence____ Huntsville____ MEP____ Mobile____

Date(s) of Attendance_____ Which transcript is requested? _____ Undergraduate _____ Graduate

CURRENT STUDENTS: HOLD for grades and/or degree posting? _____ YES _____ NO

MAIL _____ FAX _____ (Faxed transcript(s) are unofficial) Number of Copies: _____ MAILED _____ FAXED

MAIL TO:

ATTN and/or Fax #

ADDRESS

CITY, STATE, ZIP

Student Signature

Date

FAX: Credit or Debit Card (Am Express, Discover, MC, VISA)

Card# _____ - _____ - _____

Expiration Date _____