

College and University Transcript Request Form

IMPORTANT:

Official transcripts/education records from the college or university you attended are required for admission to your program of interest. Transcripts/education records are only considered official if received directly from the registrar of the college or university.

Students enrolled in post-baccalaureate, graduate, or law programs must submit an official transcript indicating receipt of a comparable associate's, bachelor's (required for students enrolled in a post-baccalaureate, graduate program, or law program), or master's degree (required for students enrolled in a post-graduate program) from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education prior to enrollment for law programs or by the last day of the first term for all other programs. If it is not submitted by the last day of the first term, you will be blocked or withdrawn from future classes and your academic credentials will be withheld until such documentation is provided.

ATTENTION STUDENT

Please complete the form below granting Purdue University Global permission to request your transcripts/education records on your behalf.

1. Complete one form for **each** college or university attended.
2. Please send this form (with payment if applicable) to the Registrar's Office at your **prior** institution.

Please Type or Print Legibly

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

NAME(S) WHILE ATTENDING SCHOOL: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME TELEPHONE: _____ EMAIL ADDRESS: _____

SOCIAL SECURITY #: _____ DATE OF BIRTH: _____

Information of Institution Attended or Evaluating Agency

NAME OF COLLEGE OR UNIVERSITY: _____

CAMPUS NAME: _____

STREET ADDRESS (OPTIONAL): _____

CITY: _____ STATE: _____

DATE OF ATTENDANCE: FROM: _____ TO: _____

DEGREE EARNED (SELECT ONE): ASSOCIATE BACHELOR MASTER DOCTORATE

MAJOR: _____

SPECIAL INSTRUCTIONS:

Attention Registrar

Please return a copy of this form with the transcript/education records.*

I hereby request and authorize you to forward my official transcript/education records and this form to Purdue Global. I also authorize Purdue Global to make this request on my behalf, and to make inquiries pertinent to processing and release dates of the transcript/education records.

Please send the transcript/education records to:

OFFICE OF THE REGISTRAR
550 West Van Buren, 7th Floor
Chicago, IL 60607

Student's Signature (e-signature not accepted): _____ Date: _____

*Limited to transcripts, GPA, attendance, enrollment status, and/or degree awarded.

Attention: Transcripts/education records will not be accepted as official by Purdue Global for any of the following reasons: 1) stamped with "student copy," "issued to student," "unofficial copy," etc.; 2) received from the student; 3) registrar signature or seal missing; 4) student name incorrect or illegible; 5) illegible transcript.