Miami University Official Transcript Request Form

Transcript requests are typically processed within 5 business days of receipt in our office during non-peak times and are available free of charge unless immediate service is requested in-person at our Service Counter in Room 102 of the Campus Avenue Building. (A $12 per copy fee is charged for immediate, in-person orders.) Transcripts are delivered via first class U.S. mail. All transcripts mailed from the Registrar's Office at Miami University are official transcripts with a digitized University seal and Registrar's signature, and they are mailed in sealed envelopes. Due to security and legibility concerns, Miami University does not fax transcripts.

Please provide all requested information to facilitate processing. Mail, fax or personally deliver this request to: Office of the Registrar, ATTN: Transcripts, 301 S Campus Avenue, Oxford OH 45056-3433; Fax: 513/529-8755. Due to the volume of faxes we receive, we cannot verify receipt of faxes or respond to inquiries regarding whether a fax was received. Also, due to signature requirements we cannot accept emailed transcript requests.

_____

Current last name First name Middle name or initial

_____

Student ID Number (or last 4 digits of Social Security Number) Date of birth (required)

_____

Previous last name(s) if different from above

(_____)_____

Contact phone number Contact email address if other than muohio.edu email

Currently enrolled? ❑Yes ❑No If no indicate last year of attendance (required):_____

Student signature authorizing release of transcripts (required):

Signature_____

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Send _____ copies to: An individual's name or the name of the business , school, or organization to whom the transcript is being sent must be provided with the address.

_____

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_____

❑Hold until ___ Fall, ___Spring ___ Summer grades are posted OR ❑ Hold until degree is recorded

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❑Hold until ___ Fall, ___Spring ___ Summer grades are posted OR ❑ Hold until degree is recorded

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Revised 10/16/09