

Transcript Request

- Please complete the blanks below. Print, sign, and fax or mail to ACU.
- Complete one request per recipient.
- Items with asterisks are required.
- Students with outstanding financial balances with ACU or missing high school or college transcripts have a “hold” placed on their account. The ACU transcript will not be sent until the outstanding obligation is met.

Contact the Depot at 325-674-2300 for more information about student holds.

Your Information

*First Name: *ACU Student ID#
Middle Initial: or Social Security#:
*Last Name:
Maiden Name: # of copies:
*Phone Number:
*Address One: Birth Date:
Address Two:
*City: First Year Attended:
*State:
*Zip Code: Last Year Attended:
E-mail Address:

Delivery Options

- Send an electronic transcript (*Recommended*)
Institution/Company Name:
Email address of the Recipient:
- Mail Transcripts to: (*Only one address per request*)

Leave blank if same as above.

Organization Name:
First Name:
Last Name:
Address One:
City:
State:
Zip code:

○ Pick up:

○The Depot ○Registrar's Office

I authorize

to pick up this order

Processing Options

- Send immediately
- Send after grades are posted
- Send after degree is posted

Please send my transcript via UPS next day air, for a fee of \$50 (Click here). Not available for P.O. Boxes.

Additional instructions for the Registrar's Office

Alumni and former students only: Please check this box if you would like to provide your address to the office of Alumni Relations

Government regulations require a signature for each transcript request.

Sign:

Fax request to: 325-674-2238 or mail to: ACU Box 27940 Abilene, Texas 79699-7940
Federal Law prohibits release without written consent of student.