



**Ave Maria University**  
Office of Academic Records  
5050 Ave Maria Boulevard  
Ave Maria, FL 34142  
Phone: (239)280-2565 Fax: (239) 280-2566  
[registrar@avemaria.edu](mailto:registrar@avemaria.edu)

## TRANSCRIPT REQUEST

Name \_\_\_\_\_

Maiden Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_ City, State Zip \_\_\_\_\_

Date of birth \_\_\_\_\_ E mail Address \_\_\_\_\_

School Attended:

AMU \_\_\_\_\_ AMULAC \_\_\_\_\_ AMC \_\_\_\_\_ I.P.T. \_\_\_\_\_ College of America: \_\_\_\_\_

Bachelor Degree \_\_\_\_\_ Master Degree \_\_\_\_\_ Doctorate Degree \_\_\_\_\_

Yes, I am a current student

No, I am a previous student

**Choose one of the following:**

**send transcript ASAP (Please allow 3-5 business days to process).**

**hold for pickup: \_\_\_\_\_ (date) Proper I.D required.**

**hold until the grades for \_\_\_\_\_ semester are posted**

**Please mail official transcript to the following address:**

Name of Institution \_\_\_\_\_

To the attention of: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Recipient Email Address

(for electronic transcript request only): \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Transcripts cannot be issued without the student's written permission (FERPA.1974)

NOTE: All financial obligations to the University must be resolved before a transcript will be released.

Transcript fee is \$3 per copy (domestic or electronic delivery) when paid with check, cash or money order. International delivery is \$25 per copy. For priority processing within 24 hours please add \$5.00 per copy. Federal Express delivery available for additional fee.

**PLEASE RETURN THIS FORM WITH PAYMENT TO THE OFFICE OF ACADEMIC RECORDS.**