

Transcript Request Form

Please use this form to request your Independence University transcript. Official or unofficial copies are available by mail. We can also fax unofficial copies of your transcript. There is **no fee** for requesting transcripts from IU.

Type of Request (please place an X indicating which type of transcript you need)

Official Transcript _____ Unofficial Transcript _____ Today's Date _____

Student Information (*Indicates a required field)

*Full Name¹ _____ *Current Phone # _____

*Current Address _____ *Email Address _____

Address 2nd Line _____ *Social Security or Student ID # _____

*City _____ *State _____ *Zip Code _____ Fax # _____

Transcript Recipient Information

If the transcript is being sent to you, please leave these areas blank.

Name of Institution _____ Phone # _____

Institution's Address _____

Institution's Address
2nd Line _____ Fax # (If applicable) _____

City _____ State _____ Zip Code _____

2nd Recipient (if applicable)

Name of Institution _____ Phone # _____

Institution's Address _____ Fax # (If applicable) _____

Institution's Address
2nd Line _____

City _____ State _____ Zip Code _____

Signature and Release Statement

I hereby authorize Independence University to release my transcripts to me or the institutions listed on my behalf. I understand that once a sealed official transcript has been opened, it is no longer considered official. Please note, some institutions may require official transcripts be sent directly from the university.

Signature _____ Today's Date _____

Once this form has been completed, it can be mailed or faxed back to the address or fax number at the top of the page. Should you have any questions, please contact the Student Services Desk at 1-800-497-7157 or at www.independence.edu

¹ If your name or other information has changed and you wish the updated information to appear on your transcripts, please fill out a "Change of Information" Form at www.independence.edu/namechange