



Transcript Request Form

- In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S. C. § 1232g, Maryville University is prohibited from releasing financial or academic records without expressed consent of the student. More FERPA information is available online at www.maryville.edu/ssc/ferpa-4/.
- **Requests can be submitted electronically at www.maryville.edu/ssc/transcripts. Electronic submission will expedite your request.**
- Unofficial transcripts can be obtained directly from the student portal (<https://selfservice.maryville.edu/>) by those with active Maryville login credentials, which includes current students or those who have been enrolled in the past year.
- Transcripts cannot be released when a student has an outstanding financial obligation to the University.
- The Student must sign and date this request in order to have their transcript released to the individual(s) listed below.
- **Return this completed transcript request form to the email address or fax number in the header of this form.**

Student / Alumni Information

Last Name		First Name		Middle Initial
Last 4 Digits of SSN XXX-XX-	Student ID Number	Other names used while attending		Birth Date (MM/DD/YYYY)
Street Address		City	State	ZIP
E-mail Address		Daytime Phone		Mobile Phone
Dates of Attendance			Check here if address/contact information should be updated on your record. Name changes require a current, government-issued photo ID for updating.	

Current Students: Hold Requests (optional)

Grades - Process after grades are posted for (indicate semester & year):	Fall	Spring	Summer _____
Degree - Process after degree is conferred for (indicate semester & year):	Fall	Spring	Summer _____

Delivery Options:

Walk-In/Pick-Up Only:	Number of Official Transcripts Requested: ____	Check here for sealed envelope(s)
Postal Delivery Address #1 Number of transcripts requested: ____	Recipient's Name: _____ Street Line 1: _____ Street Line 2: _____ City/State/ZIP: _____	
Postal Delivery Address #2 Number of transcripts requested: ____	Recipient's Name: _____ Street Line 1: _____ Street Line 2: _____ City/State/ZIP: _____	
Electronic Delivery <i>E-mail</i> (preferred): - Can also be submitted online (maryville.edu/ssc/transcripts) - Considered "official" - Typically delivers within hours <i>Fax:</i> - Considered "unofficial" by most recipients	Recipient (1)'s Name: _____ E-mail Address or Fax: _____ Recipient (2)'s Name: _____ E-mail Address or Fax: _____	

Required Student/Alumni Signature: _____ **Date:** _____