

# TRANSCRIPT REQUEST FORM



Kean University  
 Transcript Services; Office of the Registrar  
 1000 Morris Avenue  
 Union, NJ 07083  
 Phone: 908-737-3290, Fax: 908-737-3299

Instructions/Important Information:

- Please print all information requested
- **Transcript fee is \$10 per copy, payable to Kean University (Check or Money Order Only)**
- Transcripts must be requested and cannot be issued same-day.
- All transcripts issued to students or former students will be stamped "Issued to Students."
- The University reserves the right to withhold grades/transcripts from any student who has an outstanding obligation Special Conditions:
  - Active transcripts (attendance at Kean from 1982 to present) will be mailed within three working days
  - Inactive transcripts (attendance at Kean prior to 1982) will be mailed within seven working days
  - During peak periods mailing may be delayed beyond above noted working days

<b>Your Name:</b>	<b>Previous Name(s):</b>
<b>Your Address:</b>	<b>Student ID# or Social Security Number:</b>
	<b>Dates of Attendance:</b> _____ <b>TO</b> _____
<b>Your Phone Number:</b>	<b>Hold for Current Grades:</b> _____ <b>Hold for Degree:</b> _____ <small style="margin-left: 150px;">Semester</small> <span style="margin-left: 150px;"><small>Date of Degree</small></span>
<b>Mail Transcript To:</b>	<b>Number of Copies:</b>
	<b>Transcript Type:</b> _____ <b>Undergraduate</b> _____ <b>Graduate</b> _____ <b>Both</b>
	_____ <b>Undergraduate Degree Granted</b> <b>Date:</b> _____ _____ <b>Graduate Degree Granted</b> <b>Date:</b> _____
	<b>Special Request:</b>

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_