



Transcript Request Memo

Please fill out and sign the below form. Transcripts are issued for a cost of \$10 per transcript copy and are mailed within 4 business days (from the time we received the request). This form may be sent via regular mail or fax (email not permitted). The request must be signed and dated. There must be a zero balance on the student account before transcript requests will be honored. Transcripts may also be ordered 2-day rush for an additional \$20 per transcript location. Payment is by personal check, money order or credit card. Credit cards can be taken over the telephone or the information can be recorded below. Personal checks and money orders must be made out to interstudy and sent in an envelope along with the Transcript Request Memo.

Name (include maiden name if applicable): _____

Social Security Number: _____

Telephone Number: _____

Current Address: _____

When and Where you Studied Abroad: _____

Mailing Option: (✓) _____ 4 Business Days (✓) _____ 2-Day Rush

Payment Method: (✓) _____ Personal Check (✓) _____ Credit Card (Visa or MasterCard)

Credit Card Number _____ Expiration Date _____

I _____ hereby authorize interstudy to send my official interstudy transcript to the locations/institutions listed below:

Location 1: _____

Number of Copies: _____

Location 2: _____

Number of Copies: _____

Location 3: _____

Number of Copies: _____

Signature: _____ Date: _____