



UNIVERSITY of ALASKA SOUTHEAST

OFFICIAL TRANSCRIPT REQUEST

REGISTRAR'S OFFICE
11066 AUKE LAKE WAY, JUNEAU, AK 99801
TEL: (907) 796-6100
FAX: (907) 796-6365
E-MAIL: uas.transcripts@alaska.edu

RETAIN A COPY FOR YOUR RECORDS

Check below for **PICKUP** at the Juneau campus
(photo ID required at time of pickup):

- Pickup by student
 Pickup by other*

*Name of authorized individual to pickup on student's behalf:

Send transcript to: _____ [] # of copies

Send transcript to: _____ [] # of copies

Send transcript to: _____ [] # of copies

last name first name middle initial

social security #

student UA ID # (3xxxxxxx)

date of birth

previous name(s)

mailing address

city state zip code

daytime tel evening/message tel

e-mail address

X signature (required) date

To maintain confidentiality, the University does not publish social security numbers on written reports, forms, electronic displays, or other communication unless required and/or permitted by law (Family Education Rights and Privacy Act of 1974). **The last four digits of your social security numbers will be printed on official transcripts.**

ELECTRONIC TRANSCRIPTS are now available for **only \$12** orders must be submitted through UAOnline.

Only transcripts ordered from UAOnline will include coursework from all UA schools (UAA, UAF, UAS, PWSCC).

It is the student's responsibility to review their unofficial transcript through <http://uaonline.alaska.edu> for verification of final grade(s), degree(s) posted, and/or NASDTEC/NCATE/Institutional Recommendation prior to placing an order.

UAS transcripts include coursework from: Juneau main campus, Ketchikan, and Sitka campus.

Official transcripts are sent **ONLY** by US Postal Service first class mail. UAS is not responsible for any mailing delays or mishandling by the US Postal Service.

STUDENTS WITH OUTSTANDING FINANCIAL OBLIGATIONS

If you have an outstanding balance owed to the university and it is less than \$200, would you like to pay it with your credit card?

Yes No

Transcripts are not issued to individuals with outstanding financial obligations to the University of Alaska.

It is the student's responsibility to contact the Registrar's Office once the hold is removed for further processing of transcript request.

TYPES OF SERVICE

Regular service: \$15 per transcript
(Processed within 5-7 business days and sent by US Postal Service first class mail)

Expedited service: \$30 per transcript
(Processed within one business day and sent by US Postal Service first class mail)

No. of transcripts: x \$15 = \$

No. of expedited transcripts: x \$30 = \$

Total amount due = \$

METHOD OF PAYMENT

Transcript requests will not be processed without payment.

Cash Check (No. _____) Make checks payable to UAS

Mastercard Visa

credit card number security code

exp. date (month/year) billing zip code