



**Please Return To:**

Office of the Registrar  
University of Georgia  
Holmes/Hunter Academic Building  
Athens, Georgia 30602-6113  
or submit request from your UGAMail to:  
Email: [reghelp@uga.edu](mailto:reghelp@uga.edu)

**Notarized Transcript Request (Please use a separate form for each recipient)**

Student Last Name, First Name, Middle Name

Student ID Number (81X)  
*(If Known. Do not input your SSN)*

Name While Attending, if different than above: Student Last Name, First Name, Middle Name

Date of Birth (MM/DD/YY)

Additional name(s) (separate by comma: Student Last Name, First Name, Middle Name)

Phone Number

Current Address: Street

Dates Attended:

Year to Year

City, State, Zip

(or) Last Year Attended

Email Address

Degree

Major

Please check all that apply:

- I will take with me/pick up
- Please mail to address below
- This request should accompany a replacement diploma request

Please list the address as it should appear on the envelope

Justification for requiring a notarized transcript:

Signature Field

\_\_\_\_\_

Date

\_\_\_\_\_

Please note:

**Transcript cannot be sent or released without student's signature.**

- Most recipients (especially academic institutions) do not consider a transcript as "official" if it has been issued to the student. Thus, even if you are taking the transcript to mail yourself, you should indicate above the actual recipient.
- Notarized transcripts are generally processed within 15 business days. Please allow additional time for mailing.
- All financial obligations with the University must be satisfied before a transcript can be released.
- Please include required attachments with your request.