



Office of the Registrar  
UNIVERSITY OF GEORGIA

Office of the Registrar  
University of Georgia  
104 Caldwell Hall  
Athens, GA 30602-6113

## Transcript Request

### Current or Former UGA Student

#### Instructions

This form is required for a current or former UGA student who is unable to submit a transcript request through UGA's online transcript request portal.

Payment in the form of a money order or corporate check in the amount of \$8.00 per transcript made payable to the University of Georgia must accompany this request.

Please use a separate form for each recipient.

#### Student Information

Student Name:

Student ID number:

Student Name while attending:  
(if different than above)

Date of Birth:

Student's current email address:

Student's current phone number:

Year graduated or year last attended:

Degree Received or Degree Sought:

#### Recipient Information

Recipient Name:

Recipient Institution:

Delivery address:

Student signature:

[Please click here to review FERPA guidelines](#)

By signing digitally or in ink, I have read and agree to abide by UGA's policy on FERPA and I give permission for the University of Georgia to release my official transcript to the recipient listed above.

**Transcript cannot be 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. Please be sure to send the transcript directly to the actual recipient.

Please allow 6 to 13 days for processing and delivery.

All financial obligations with the University must be satisfied before a transcript can be released.

If you have questions or concerns, please email the Office of the Registrar at [reghelp@uga.edu](mailto:reghelp@uga.edu)