



Office of the Registrar  
UNIVERSITY OF GEORGIA

Office of the Registrar  
University of Georgia  
Holmes-Hunter Academic Building  
Athens, GA 30602-6113

## Transcript Request Third Party Requesters

### Instructions

This form is required to request a transcript on behalf of a current or former UGA student.

A signed [Permission to Release Educational Information Form](#) or its equivalent must accompany this request.

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 Name while attending:

(if different than above)

Date of Birth:

Student's current email address:

Year graduated or year last attended:

Degree Received or Degree Sought:

### Requester Information

Requester Name:

Requester Institution:

Delivery email address:

(Printed transcripts are currently not available)

Requester signature:

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

By signing digitally or in ink, I have read and agree to abide by UGA's guidelines on FERPA.

Transcript cannot be released without student's information and a release of educational information form signed by the student and included with this request.

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)