



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

Last Name *

First Name *

Middle Name

UGA ID (81X) Number *

Contact Email Address *

ADDITIONAL STUDENT INFORMATION

Student Name While Attending *

Date of Birth *

Year Graduated or Year Last Attended*

Degree Received or Degree Sought *

RECIPIENT INFORMATION

Name *

Institution/Organization *

Delivery Email Address for Electronic Transcript*

DELIVERY ADDRESS FOR PHYSICAL TRANSCRIPT

Street Address *

Apt

City *

State *

Country *

Zip Code *

NOTE: 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 business days for processing and delivery.

FERPA GUIDELINES

By signing below, I have read and 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 the student's signature

Signature *

Date *

Revised January 2026