

**Indiana University South Bend**  
**Office of the Registrar**  
1700 Mishawaka Avenue  
Post Office Box 7111  
South Bend, Indiana 46634-7111  
**Phone:** (574) 520-4451  
**Fax:** (574) 520-4868  
**E-mail:** regofc@iusb.edu

ANY STUDENT WHOSE UNIVERSITY ACCOUNT IS ENCUMBERED AT THE TIME OF PROCESSING WILL NOT BE ISSUED A TRANSCRIPT. SHOULD OUR OFFICE ENCOUNTER ANY PROCESSING PROBLEMS, YOUR REQUEST AND PAYMENT WILL BE RETURNED.

**Transcript requests for enrollment prior to fall 1965 cost \$10.00 and are maintained in the IU Bloomington Office of the Registrar (<http://registrar.indiana.edu/>).**

**Transcript Request Form**

You may request a copy of your transcript in person, by mail, or by fax. We cannot accept e-mailed requests as a signature is required.

**Your Information (Please Print):**

**Current Legal Name:** \_\_\_\_\_ **Maiden:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

\_\_\_\_ **Number of Copies**      \_\_\_\_ **Hold Until the Grades for the Current Semester Are on the Transcript**

\_\_\_\_ **Hold Until My Degree Appears on the Transcript**

\_\_\_\_ **PICK UP**      **Phone (we will call when ready):** \_\_\_\_\_

\_\_\_\_ **MAIL TO (IU South Bend cannot fax transcripts):**

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**REQUIRED:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_ **OR Last Four Digits of Social Security Number:** \_\_\_\_\_

**Date Last Attended:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Cost of Transcripts: \$8.50 Per Copy - Payment Must Accompany Transcript Request**

\_\_\_\_ **My Check is Enclosed (Payable to Indiana University)**

\_\_\_\_ **I Want to Pay by Credit Card:** \_\_\_\_ **Visa** \_\_\_\_ **MasterCard** \_\_\_\_ **Discover**

**Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>		
SI: _____	UID: 000 _____	BURSAR: _____
Activated: _____	Frozen: _____	
RPC: _____	Processed Date: _____	by: _____