

**Miami University Transcript Request Form**

Name \_\_\_\_\_

Last Name as student \_\_\_\_\_

Student ID Number \_\_\_\_\_ Birthdate \_\_\_\_\_

Are you currently enrolled? Yes \_\_\_ No \_\_\_ If no, last year attended: \_\_\_\_\_

\_\_\_ Check here if you were a Western College Student prior to 1974

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Send # of copies \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
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Send # of copies \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL INSTRUCTIONS**

\_\_\_ Send Transcript now

\_\_\_ Hold until grades are recorded at end of semester or summer term \_\_\_\_\_

\_\_\_ Hold Transcript until degree is recorded \_\_\_\_\_  
Commencement Date

Student Signature \_\_\_\_\_

**Mail your request to:**  
Office of the Registrar  
ATTN: Transcripts  
301 South Campus Avenue  
Oxford, OH 45056-3433

**Or FAX your request to:**  
  
(513) 529-8755

Note: There is no need to include a cover letter with this form, thank you