

A.T. STILL UNIVERSITY | ATSU

Office of the Registrar
 800 W. Jefferson Street ~ Kirksville, MO 63501
 Phone: 660.626.2356 ~ Fax: 660.626.2926
registrars@atsu.edu

| OFFICE USE ONLY | |
|------------------------|-------|
| I.D. Number | _____ |
| Grad Year/Degree | _____ |
| Date Sent | _____ |
| Amount Due | _____ |
| Date Paid | _____ |

***Note – TAuD students** – Please allow 3 weeks from the *course end date* for posting of your grade to your transcript.

Check appropriate box below:

- Official Transcript **\$5.00 each**
- Unofficial Mailed Transcript **\$5.00 each**
- Unofficial Faxed Transcript **\$5.00 for first 5**
 (Add'l \$5 if more than 5 faxes are requested)

D.O. Program only:

- COMLEX Scores (not available before 1985)
- MSPE (not available before 1995-**Cannot** release to student/graduate)
- Letters of Recommendation
 (available for up to 5 years following graduation -
Cannot release to student/graduate)

*Requests for records will not be processed if a financial or academic hold exists on your account.

When should transcript, etc. be sent?

- Send ASAP (*Allow 2-4 business days*)
- Hold for recent quarter grades
- Hold for grade on Course _____
- Hold for **FINAL** transcript (**Degree Posted**)
- For pick-up only

Allow 2-4 Days for Processing

Overnight service not available to PO Box

- FedEx Overnight Fee \$10.00 (U.S. only)
Recipients Phone# _____
- FedEx Int'l Overnight (Add'l fees applied)

Please Print

Student/Graduate Name _____ SS# _____

Address _____ Phone# _____

_____ E-mail _____

Signature _____ Date _____

***Note: Transcript will not be released without a signature.** Graduation Year/Degree _____

Additional requests may be attached

***Please state ATTN: Department or Person**

Send to: _____

Send to: _____

METHOD OF PAYMENT

____ Cash ____ Credit Card ____ Check or money order payable to ATSU

I hereby authorize a charge to be made to my credit card: ____ Visa ____ MasterCard ____ American Express

Credit Card # _____ Expiration Date _____

Print name on card _____ Signature _____