



Plymouth State University  
of the University System of New Hampshire  
**Office of the Registrar**  
17 High St, MSC #7  
Plymouth, NH 03264  
Fax: (603) 535-2724

## REQUEST FOR ACADEMIC TRANSCRIPTS

Please allow 1-2 weeks for delivery

Number of  
Copies:

<b>Name</b> <i>(please print)</i>		
Last	First	MI

<b>Student ID or SSN</b>							

<b>Any Previous Names</b>

<b>Date of Birth (mm/dd/yyyy)</b>

Type of Transcript requested: <input type="checkbox"/> Official <input type="checkbox"/> Unofficial
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<b>Student Address:</b>

<b>Mail Transcripts To:</b>

Level of transcript requested: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Both
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Method of Delivery: <input type="checkbox"/> Mail <input type="checkbox"/> Pickup
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Please list your dates of attendance at PSU:	
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Special Instructions: Hold for final grades? <input type="checkbox"/> No <input type="checkbox"/> Yes  Hold for graduation statement? <input type="checkbox"/> No <input type="checkbox"/> Yes
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Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Use this space for Additional Mailing Address Information:**

**Mail to: Plymouth State University  
Office of the Registrar  
17 High St, MSC #7, Plymouth, NH 03264  
Or Fax it to: (603) 535-2724**

The Office of the Registrar is pleased to assist you by providing a limited number of transcripts to you at no charge. The guidelines are as follows:

**2** Unofficial copies sent to you per one-year period

**6** Official copies sent to you per one-year period

**12** Official copies sent to third parties per one-year period

A \$3.00 fee will be assessed for each transcript requested which exceeds these limits.

**All requests must be signed by the student.**

**To receive transcripts all financial holds must first be cleared.**

**Transcripts may be picked-up or mailed only.  
(Under no circumstances can a transcript be faxed.)**

Please go to our website for a complete listing of transcript rules and regulations at:

**<http://www.plymouth.edu/registrar>**