



UNIVERSITY of ALASKA SOUTHEAST

OFFICIAL TRANSCRIPT REQUEST

REGISTRAR'S OFFICE
11066 AUKE LAKE WAY, JUNEAU, AK 99801
TEL: (907) 796-6100
FAX: (907) 796-6365
E-MAIL: uas.transcripts@alaska.edu

RETAIN A COPY FOR YOUR RECORDS

Check below for **PICKUP** at the Juneau campus
(photo ID required at time of pickup):

Pickup by student

Pickup by other*

*Name of authorized individual to pickup on student's behalf:

Send transcript to: _____ # of copies

Send transcript to: _____ # of copies

Send transcript to: _____ # of copies

last name first name middle initial

social security #

student UA ID # (3xxxxxxx)

date of birth

previous name(s)

mailing address

city state zip code

daytime tel evening/message tel

e-mail address



signature (required)

date

ELECTRONIC TRANSCRIPTS are now available for **only \$12** orders must be submitted through UAOnline.

Only transcripts ordered from UAOnline will include coursework from all UA Schools (UAA, UAF, and UAS)

UAS Transcripts include coursework from Juneau, Sitka, and Ketchikan campuses.

It is the student's responsibility, prior to ordering, to review their unofficial transcript on UAOnline for final grade(s), posted degree(s), and any institutional recommendations.

Official Transcripts are sent only by US Postal Service first class mail. UAS is not responsible for any mailing delays or mishandling by the US Postal Service.

Transcripts are **not** issued when the student has an outstanding financial obligation to the University of Alaska. It is the student's responsibility to contact the Registrar's office once a hold is removed for further process of the request.

Should any country require that your transcript have an apostille, we can certify and notarize your transcript and deliver it to the Lt. Gov. of Alaska's office for processing.

Please certify and notarize my transcript for an apostille.

TYPES OF SERVICE

Regular service: \$15 per transcript
(Processed within 5-7 business days and sent by US Postal Service first class mail)

Expedited service: \$30 per transcript
(Processed within one business day and sent by US Postal Service first class mail)

No. of transcripts: x \$15 = \$

No. of expedited transcripts: x \$30 = \$

Total amount due = \$

METHOD OF PAYMENT

Transcript requests will not be processed without payment.

Check make checks/money orders payable to University of Alaska Southeast.

Email submit form to uas.transcripts@alaska.edu email link for payment will be sent to email provided on this form.

Payment can be submitted in person to the UAS Bursars office.

To maintain confidentiality, the University does not publish social security numbers on written reports, forms, electronic displays, or other communication unless required and/or permitted by law (Family Education Rights and Privacy Act of 1974).

The last four digits of your social security numbers will be printed on official transcripts.