



http://students.asu.edu/forms/registration

Arizona State University
REQUEST FOR OFFICIAL
THUNDERBIRD ALUMNI* TRANSCRIPT

University Registrar Services

Outgoing Transcripts • P O Box 870312 • Tempe, AZ 85287-0312 • (480) 965-7276

Name (Last, First MI) Former Name(s), if any:
Address (Number, Street, Apt.) City, State, Zip
Daytime Phone Number Thunderbird ID Number Date of Birth
Dates of Attendance (Sem/Year) Degree Earned
Email Address

DESTINATION:

- Rush, requested in person same day pick up: West or Tempe Campus Only
Will pick up at (check one) (Do not fill in the name/address area below if you are requesting a pick up.):
Tempe (next working day), West Polytechnic Downtown (West, Polytechnic and Downtown allow 4 business days) (Transcripts will be held for 30 days only.) OR
Mail to address(es) shown below. To add more requests, please attach a list to this form. NOTE: If requesting special delivery, Standard FedEx does not deliver to P. O. boxes; a FedEx deliverable street address is required.

Please print name, title, and address of person(s) or institution(s) to whom you wish transcript(s) sent:

First person or institution:

Name: Attn:
Address: City State Zip
Special Instructions: Number of Copies:

Second person or institution:

Name: Attn:
Address: City State Zip
Special Instructions: Number of Copies:

TOTAL NO. OF COPIES

See Fee Payment policy #1 below

STUDENT'S SIGNATURE (required) DATE

Transcript Service Policy

- 1. FEE PAYMENT POLICY: Effective July 1, 2024, transcripts are not held for past due financial obligations to the University. When ordering by mail, attach check or money order payable to Arizona State University. If ordering in person, payment of cash, check or credit card is acceptable. The fee for an official transcript will be \$15 per copy. "Rush" transcripts (requested in person, to be printed and picked up on the same day) cost \$10 in addition to the total cost of the transcript. Expedited delivery costs are in addition to the cost of the transcript(s). Expedited delivery processing, instead of regular mail, is available via Standard FedEx or U. S. Express Mail service at \$22.00 per U. S. delivery address. Expedited deliveries to addresses outside the U. S. are available via FedEx International Priority or International Express Mail at \$38.00 per international delivery address. Please note that FedEx will not deliver to a PO Box; an actual FedEx deliverable street address is required. Also note that there is an additional fee assessed by FedEx for all returned shipments. Fees are subject to change without notice.
2. Transcripts will be sent out usually in 1-2 business days, in the order that requests are received. Photo identification will be required to pick up transcripts.
3. All requests must be authorized by the student's signature in accordance with the federal Family Educational Rights and Privacy Act of 1974. Requests by persons other than the student will not be honored without the student's written authorization.
4. Official copies of work transferred to Thunderbird must be requested directly from the institution where the work was completed.
5. Notification of non-receipt of transcripts by the intended destination will be accepted up to 90 days after your order date. After 90 days, you must place a new order.

Revised 07/01/2024

* Requesting Thunderbird School of Global Management Transcripts from ASU. At the request of the Higher Learning Commission, effective January 1, 2015, Arizona State University has accepted custody of the academic records of Thunderbird School of Global Management and has agreed to provide copies of documents contained in those records upon request.

INTERNAL USE ONLY- SBS: HOLD RECEIPT # TELLER DATE AMT