



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

Form with fields: Name (Last, First MI), Former Name(s), 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:

- Options for transcript delivery: Rush, Will pick up at (check one), Mail to address(es) shown below.

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

First person or institution:

Form for first recipient: Name, Attn, Address, City State Zip, Special Instructions, Number of Copies

Second person or institution:

Form for second recipient: 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: Transcripts will not be issued if any financial obligations are due the University.
2. Transcripts will be sent out usually in 1-2 business days...
3. All requests must be authorized by the student's signature...
4. Official copies of work transferred to Thunderbird must be requested directly from the institution...
5. Notification of non-receipt of transcripts by the intended destination will be accepted up to 90 days after your order date.

Revised 06/16/2016

* 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 _____