



## University Registrar's Office Unofficial Transcript Request Form

Forms are processed in 1 to 2 business days.

Student ID (if known): \_\_\_\_\_ Today's Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Dates of Attendance: \_\_\_\_\_ Degree Type (Undergraduate, Graduate, Law): \_\_\_\_\_

*Any omission of information may delay the processing of this request.*

I allow Suffolk University to release a copy of my unofficial transcript.

\*Student Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

**Please check how you would like to receive the unofficial transcript:**

I will pick up copy (available when form is completed in person)

Mail to the following address:

Attention (Company/Person): \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Once complete, this form can be submitted in the following ways:

- Drop off at the Ram Registration & Financial Center on the 6<sup>th</sup> floor of 73 Tremont Street
- Email to: [uro@suffolk.edu](mailto:uro@suffolk.edu)
- Fax to: 617-573-8703
- Mail to: Suffolk University, University Registrar's Office, 8 Ashburton Place, Boston, MA 02108

**\*FORMS WITHOUT A HANDWRITTEN SIGNATURE WILL NOT BE PROCESSED.**