



Office of Records and Registration
Eastern Michigan University
304 Pierce Hall • Ypsilanti, MI 48197
Phone: (734) 487-4111 • Fax: (734) 487-6808
registrar@emich.edu

Transcript Request Form

Step 1

Please print legibly and complete all applicable information. Student signature is required at the time of ordering.

Submit request to Service EMU (268 Student Center) or by email to registrar@emich.edu

Electronic transcripts must be ordered online at www.getmytranscript.com

The required information is necessary for the continuous legitimate business and educational operation of Eastern Michigan University. It is, and will be, maintained in compliance with applicable US law, educational accrediting body requirements, and institutional policies and procedures. Questions or concerns may be directed to the Office of Records and Registration at registrar@emich.edu.

Student Number	Date of Birth	Social Security Number (optional)
Last Name First M.I.	Former names under which you attended EMU	
Current Address	Email Address	
City State Zip	Telephone Number	
Dates of Attendance at EMU: ____/____/____ TO ____/____/____ Sem/Year Sem/Year	Date of Last Graduation at EMU (Semester/Year)	

Step 2

PLACE AN X IN THE APPROPRIATE BOX (check one box only)

SEND TRANSCRIPT AS IS Processing time: 3-5 business days after receipt. <u>For standard US mail, please allow up to 10 days for delivery.</u> ☐	HOLD UNTIL END OF CURRENT SEMESTER GRADING PROCESS <i>*Summer semester end of grade process is in August</i> (approximately 1 week after close of term) ☐	HOLD UNTIL DEGREE IS POSTED ON RECORD (approximately 3 - 5 weeks after close of term) ☐
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Electronic transcripts must be ordered online at www.getmytranscript.com

Step 3

PLEASE MAIL TRANSCRIPT(S) TO: (Complete ONE FORM per recipient)

Recipient/Institution/Business Name: _____			
Address: _____			
City: _____ State: _____ ZIP: _____ Country: _____			

Step 4

Total Number of Transcripts requested: _____

***Optional Fees (Payment must accompany all requests).**

Check or money order **only** made out to: Eastern Michigan University

Express Mail Delivery (Add'l fee): _____ X \$ 27.90 = \$ _____

Total Amount Due \$ _____

EMU Use Only:

Payment Received: \$ _____

Date: _____ Initials: _____

EMU transcripts contain all course work completed at the University. **ISSUED TO STUDENT** will appear on all transcripts mailed to and/or picked-up by the student and may not be considered "official" by another institution. Official transcripts will not be issued for anyone with financial obligations to the University.

X
Handwritten Signature Required

Date

revised 8/20

☐ Check here if ordering by a third party with authorized release, print name: _____