

Request for academic transcripts

To the student: Although this form is not required when requesting transcripts, it is beneficial since most high schools/colleges require a signed, written request for transcripts by the student. Complete the following and submit it to the records office of the high school/college(s) you have previously attended. Please include previous names, if applicable. When requesting transcripts, please note that a fee may be required. If necessary, you may make additional copies of this form. To the high school/college: In order to complete a student's file, the University must have an official copy of previous college academic transcripts. Please include the student's address on the transcript. Please send the transcript to: The University of Toledo, Office of Undergraduate Admission, Mail Stop 338, Toledo, Ohio 43606-3390.

1. _____
Last Name First Name Middle Name

_____ 2. Social Security Number: _____ - _____ - _____
Other Name(s) Used

3. _____
Permanent Address Number Street Name Apartment Number

_____ City State Zip Code County (if state is Ohio or Michigan)

(_____) _____
Telephone Number (include area code) E-mail Address

4. Date of Birth: ____/____/____ 5. Gender: Female Male
Month Day Year

6. I attended _____ from ____/____/____ to ____/____/____
Month Day Year Month Day Year

Signature: _____ Date: _____

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