

# OFFICIAL TRANSCRIPT REQUEST

RO-7 Rev 090128



Please note that the address information that you provide below will be used to update our records.

**STUDENT ID NUMBER:** \_\_\_\_\_

**Office of the Registrar**  
Rocket Hall, Room 1100  
Mail Stop #322  
Toledo, OH 43606-3390  
Phone: 419.530.2704  
Fax: 419.530.4828  
registrar@utoledo.edu

Currently Enrolled:  Yes  No

Dates Attended: \_\_\_\_\_  
Year First Attended Year Last Attended

Name Last First Middle

Previous Name(s) (if applicable)

Street Address

Date of Birth

City State ZIP

Phone Number

Personal E-Mail Address

(NOTE: All official University e-mail communication to enrolled students is sent to their University-provided account.)

STUDENT SIGNATURE. Your transcript cannot be released/mailed without your signature.  
I affirm that I am the above-named student. In compliance with FERPA, I hereby give my written consent and authorize The University of Toledo to release my academic record as indicated.  
\_\_\_\_\_  
Student's Signature Date

## Order your Official Transcript(s) one of the following ways:

1. In person at Rocket Solution Central (RSC), RH 1200. **A picture ID is required.** You have the option to obtain your transcript(s) immediately on demand (limit of 2 per day) or within 3-5 business days. You will need your picture ID again at the time of pick up. Please note limits set per day.
2. Mail or fax this form to the Office the Registrar. If you fax your request, please fax to **419.530.4828**. The mailing address is noted above.

NOTE: There is a combined limit of 9 Official Transcripts processed per day.

**IMPORTANT—PLEASE NOTE** It is your responsibility to be sure all HOLDS are cleared.  
Transcripts cannot be issued if there is a transcript hold on your account. You can verify there are no holds on your account by logging into Student Self Service through the portal at <http://myut.utoledo.edu> or inquiring at Rocket Solution Central or in the Office of the Registrar.

**Picked up in RSC**  
Transcript Noted "Issued to Student"

On Demand Processing made in person at ROCKET SOLUTION CENTRAL.  
Number of official copies needed \_\_\_\_\_  
(Limit of 2 On Demand Official Transcripts per day.)

3-5 Business Days Processing.  
Student will pick up at ROCKET SOLUTION CENTRAL.  
Please allow additional processing time at the beginning and end of each semester.  
Number of official copies needed \_\_\_\_\_

**SPECIAL PROCESSING INSTRUCTIONS**

HOLD for current term **GRADES**  
\_\_\_\_\_ Term

HOLD until **DEGREE** is conferred  
\_\_\_\_\_ Degree \_\_\_\_\_ Month/Year

**Mailed Transcripts**  
Sent to Address Indicated

3-5 Business Days Processing. The REGISTRAR'S OFFICE will mail to the address indicated to the right.  
Please allow additional processing time at the beginning and end of each semester.  
Number of official copies needed \_\_\_\_\_  
Failure to provide a COMPLETE mailing address will delay your processing time.  
**TRANSCRIPTS CANNOT BE FAXED.**

**MAILING ADDRESS**  
Limit of 5 lines

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