Request to Pick-Up Transcripts

** **Current students** please use the gullnet to request transcripts. **

Requests can be made in person, faxed to 410-677-5078, or mailed to the Registrar's Office, 120 Holloway Hall, Salisbury University, 1101 Camden Avenue, Salisbury, MD 21801-6860. *Copy of Photo ID required for all requests.*

Name: _____
Last First Middle Former Name(s)

Student ID # or SSN: _____ Birth Date: _____ Dates attended SU: _____

Home Address: _____
Street City State Zip

Home Phone #: _____ Cell Phone #:_____

Do you want us to update our records to reflect the above address & phone #'s? Yes No

In compliance with the Family Education Rights and Privacy Act, the Registrar's Office issues transcripts only upon the written request of the student. All financial obligations to the University must be met, including Financial Aid exit interviews, before transcripts will be released.

I will pick up: _____ # of Official Transcripts: _____ *(Photo ID required for all pick-ups*)

I give permission for _____ to pick up my transcript(s).

***** If you would like to have SU mail your official transcripts please fill out the "Request to have Transcripts Mailed" form. *****

NOTE: Transcripts take 3 - 5 business days to process. Allow several additional days during peak periods.

I authorize the release of my transcript(s) to the recipient(s) above per the Federal Family Educational Rights & Privacy Act (Public Law 93:380).

Student Signature: _____ ***Date***: _____

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