



OFFICE OF THE REGISTRAR
REQUEST FOR UNOFFICIAL TRANSCRIPT

This form is for ordering UNOFFICIAL transcripts only.

Transcripts cannot be released if you have any outstanding obligations to the university.
Your signed request can be sent:

By mail to: University of Puget Sound
Office of the Registrar
1500 N Warner St #1034
Tacoma, WA 98416

by email: registrar@pugetsound.edu
by fax: 253.879.3108

YOUR INFORMATION

UPSID or Social Security Number: _____
Name: Last _____ First _____ Middle _____
Former Name(s): _____ Birth Date: _____
Address: _____
City: _____ State/Province: _____ Postal Code _____
Phone Number: (_____) _____ Alternate number: (_____) _____
Email: _____
Graduation Year or Approximate Dates of Attendance: _____

RECIPIENT INFORMATION

Please mail my unofficial transcript to:

Name: _____
Address: _____
City: _____ State/Province: _____ Postal Code: _____

Please email my unofficial to:

Name: _____ Email address: _____

Please fax my unofficial transcript to:

Name: _____ Fax number: _____

Office use only:

Audit: _____

Holds: _____

Notes: _____

Your signature (hand written signature required to release your transcript)

Date _____