



Cheyney University of Pennsylvania  
Office of the Registrar  
**TRANSCRIPT REQUEST FORM**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Last Name First Name MI

Name under which you attended, if different from above: \_\_\_\_\_

Social Security Number or Student Identification Number: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Currently Enrolled? \_\_\_\_\_ Yes \_\_\_\_\_ No

Graduation date or date last attended: Month/Year \_\_\_\_\_ / \_\_\_\_\_

Which type and quantity of transcripts are you requesting?  Official \$12  Unofficial \$ 6.00

**Method of Delivery**

**Special Delivery Additional Charge:**

- Free Regular Delivery
- \$ 24.70 – Priority Mail Express (transcripts only)
- \$ 6.70 - Priority Mail (transcripts only)
- \$ 12.00 - Same Day Pickup (transcripts only)
- REPLACEMENT DIPLOMA \$24.00 each\*\*

**Transcript is being requested for:**

- \_\_\_\_\_ Transfer to another institution
- \_\_\_\_\_ Employment
- \_\_\_\_\_ Internship
- \_\_\_\_\_ Scholarship
- \_\_\_\_\_ Other; please specify \_\_\_\_\_

Please indicate **when** transcript(s) should be sent:

- HOLD until after *all* the semester grades are posted
- HOLD until after degree posting
- Send NOW (courses completed)

**Your Address and Telephone Number:**

**Recipient's/School's Name and Complete Address:**


**CHEYNEY UNIVERSITY DOES NOT ACCEPT PERSONAL CHECKS FOR THIS SERVICE.**

This completed form may be faxed, mailed or emailed to the Office of the Registrar  
**Mailed requests should be accompanied by a money order or cashier's check**

\*\* Please allow 4-6 weeks for the registrar's office to receive replacement degrees prior to mailing

**Address:** Cheyney University of PA, Office of Registrar, 1837 University Circle, Cheyney PA 19319

**Faxed requests:** 610-399-2385      **Emailed requests:** registrar@cheyney.edu

**Payments (made through the Bursar's office):**

- **In person:** Bursar Office (Cash, Credit or Bank Card, Certified Check and Money Order)
- **By Mail:** Certified Check or Money Order Only
- **By Phone:** Office of the Bursar 610-399-2232 or 610-399-2224

Note: Transcript requests can NOT be honored when a student has an outstanding balance or Hold.  
Requests won't be honored until both a written request and payment are received. Additional processing time is required to access archived records of graduates and attendees prior to 1985.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date