



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 _____ / _____

Type of transcript requested? ☐ **Official \$12** Quantity _____ ☐ **Unofficial \$ 6.00** Quantity _____

Transcript Method of Delivery

Special Delivery Additional Charge:

☐ **Free - Regular Mail Delivery** (no additional charge)

☐ **\$ 25.50 - Priority Mail Express** (additional charge)

☐ **\$ 7.35 - Priority Mail** (additional charge)

☒ ~~**\$ 12.00 - Same Day Pickup**~~ (additional charge)

Effective February 2021, due to covid-19 visitor restrictions and processing limitations, the Same Day Pickup on campus and payment option has been suspended until further notice

Transcript is being requested for:

_____ Transfer to another institution _____ Employment _____ Internship _____ Scholarship

_____ Graduate or Law School Admissions 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:

Person/ School /Organization Receiving & Address

Address _____

Name/School _____

Address _____

City/St/Zip _____

City/St/Zip _____

Phone _____

Recipient Email (optional): _____

This completed request form may be emailed, mailed or faxed to the Office of the Registrar

Mailed request forms should be accompanied by a money order or cashier's check

CHEYNEY UNIVERSITY DOES NOT ACCEPT PERSONAL CHECKS FOR THIS SERVICE

Mail to: Cheyney University of PA, Office of the Registrar, 1837 University Circle, Cheyney PA 19319-0200

Email to: transcripts@cheyney.edu

Fax to: 610-399-2385

Registrar's Office Phone: 610-399-2225

Payments (made through the Bursar's office):

- **In person:** Bursar's Office Burleigh Hall, 3rd Fl (Cash, Credit/Bank Card, Certified Check & Money Order)
- **Bursar's Office Phone for Payments:** 610-399-2224
- **Online:** cheyney.edu/registrar/transcript-request
- **By Mail:** Certified Check or Money Order (no personal checks accepted)

Effective February 2021, due to covid-19 visitor restrictions, the Same Day payment and pick up options has been suspended.

Note: Transcript requests can NOT be honored when a student has an outstanding balance or Hold on their account. Requests won't be honored until both a written request and payment are received. Additional processing time may be required to access archived records of attendees and graduates prior to 1985, priority processing can not be an option for this group.

Student Signature

Date