



Cheyney University of Pennsylvania
Office of the Registrar
TRANSCRIPT REQUEST FORM

This completed request form and payment must be submitted for fulfillment of transcript processing. The form can be scanned and **emailed to: transcripts@cheyney.edu**, or **faxed to: 610-399-2385**, or mailed to:

- Cheyney University of PA, Office of the Registrar, 1837 University Circle, Cheyney PA 19319-0200
- Payments mailed in must be either by a Certified Check or Money Order (no personal checks accepted)

The Registrar's Office, 610-399-2225, doesn't accept payments. Payments are made with the Bursar's Office

- By Phone: 610-399-2224, or Online: cheyney.edu/registrar/transcript-request (see payment link), or
- In person: Bursar's Office Burleigh Hall, 3rd Flr (Cash, Credit/Bank Card, Certified Check or Money Order Only)

Last Name _____ First Name _____ MI _____

Name attended under, if different from above: _____ Date of Birth _____

Social Security Number **or** Student Id Number: _____

Address _____ City _____ St _____ Zip _____

Phone _____ Email _____

Currently Enrolled? Yes / No Graduation date or date last attended: Month/Year _____ / _____

Transcript is being requested for:

_____ Transferring to another institution _____ Employment _____ Internship _____ Scholarship
_____ Graduate School Admissions Other; please specify _____

Please indicate **when should transcript(s) be sent**: Send NOW (all courses have been completed)

HOLD until after the last semester's grades or degree conferral have been posted on the transcript

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

How Do you Want it Sent (pick one)

- Regular Mail Delivery** (no additional charge)
- **Email – PDF format** (no additional charge)
- \$ 25.50** Additional Charge for **Priority Mail Express**
- \$ 7.35** Additional Charge for **Priority Mail**
- ~~\$ 12.00~~ Additional Charge for ~~Same Day Pickup~~

Effective February 2021, due to restrictions related to covid-19 and homeland security efforts, campus visitations for Same Day Pickups and payment options have been suspended until further notice.

Please Indicate Where the Transcript Should be Sent

Name/School/Organization _____

Address _____ City/St/Zip _____

****Only Email (if selected email delivery above):** _____

****Official transcript PDFs can not be emailed directly to current or former student. Unofficial transcripts may be emailed or sent directly to current or former students by regular mail.**

Student Signature (required) (typed signatures not accepted)

Date

Requests CAN NOT be honored if a student has an outstanding balance or Hold on their account. Both a written request and payment must be received. Additional time is required to access archived records of attendees and graduates prior to 1985, priority processing is not an option.