Print Form

Atlantic Union College

Office of Academic Records
338 Main Street
P.O. Box 1000
South Lancaster MA 01561

TRANSCRIPT REQUEST FORM

(978) 368-2218
(800) 282-2030
e-mail: records@auc.edu
This request may be faxed to **(978) 368-2018**
(Please call records office to confirm receipt)

PLEASE PRINT YOUR NAME & MAILING ADDRESS CLEARLY.

Name
Address
City
State Zip

CHECK All APPROPRIATE ITEMS:

- ☐ Mail transcript
- ☐ Mail transcript when end-of-semester grades are on record
- ☐ Mail transcript after degree is on record
- ☐ Mail transcript after removal of incomplete grade is recorded
- ☐ Number of copies to address above
- ☐ Number of copies to address below

PURPOSE OF TRANSCRIPT

- ☐ Scholarship
- ☐ Graduate Study
- ☐ Employment
- ☐ Teacher Certification
- ☐ Military
- ☐ Transferring

SPECIAL INSTRUCTIONS (Write in space below)

SEND TRANSCRIPT TO:

Print full name and address below clearly.

Name
Address
City
State Zip

Date
Signature(Handwritten)
Social Security #
Date of Birth
Maiden Name
Name while in school
AUC ID Number
Telephone Number
Email Address

CHECK All APPROPRIATE ITEMS:

- ☐ Currently enrolled
- ☐ Not now enrolled
- ☐ Graduation year
- ☐ Last attended

Note
Transcripts are processed Mon-Thur
Processing time is a minimum period of 5 working days. During peak periods (Dec., Jan., May., & Aug.) allow 15 working days.

Transcripts will not be released until financial obligations to the college have been met.

TRANSCRIPT FEE
$3 per each transcript

ADDITIONAL FEES (Optional) :
If you wish to expedite the receipt of your transcript, check all the special services you would like to have.

To make payment enclose a check or Money Order.
To pay by credit card call the cashier at **978-368-2208**

- ☐ **Next Day Service** ($5) sent regular mail unless one of the services below is also checked.
  Please note request must be received by the Records Office no later than 12 pm, in order for it to be processed Next Day.
- ☐ **Post Office's Express Mail Service** ($20)
- ☐ **Federal Express Service** (No P.O. boxes) ($30)
  Destination Phone Number _____

For office use only:
Date transcript mailed/picked up_____

Initials of person processing_____

Tracking#_____

Atlantic Union College

Academic Records

338 Main Street ☐ P.O. Box 1000 ☐ South Lancaster, Massachusetts 01561-1000
Telephone 978-368-2218 ☐ FAX 978-368-2018
e-mail: records@auc.edu

INSTRUCTIONS FOR ACADEMIC TRANSCRIPT REQUESTS
PLEASE READ THESE INSTRUCTIONS CAREFULLY

To receive a transcript, a written request must be submitted on the form provided by this office. This form must be completed and signed by the person whose transcript is being requested. A form needs to be submitted for each transcript, unless more than one is to be mailed to the same address. The addresses should be clearly printed.

You may duplicate this form for the number of transcripts you need and either mail or fax the form(s) to the Office of Academic Records, at the above address, or to our fax machine 978-368-2018.

FAXED TRANSCRIPTS

If you wish for the transcript to be faxed, please advise us by requesting this service and listing the fax number in the box below the purpose of transcript section. A faxed transcript will not be official. The official transcript will always follow by mail.

TRANSCRIPT FEE: $3 per transcript

- ☐ **NEXT DAY SERVICE:** If you need the request processed the next day we receive it there is a fee of $5.00. The request must be received by 12 p.m. or it will not be mailed until the following day. Once your request is processed it will be mailed via regular mail or if you wish for it to be mailed through a special express service you can also request one of two services (See below for other mailing options).

- ☐ **POST OFFICE's 24 HOUR EXPRESS SERVICE**: You can request your transcript be mailed via the Post Office's 24hr. express service ($20).

- ☐ **FEDEX SERVICE**: You can request your transcript be mailed via FedEx ($30)

If you wish any of these special services please indicate with a checkmark, in the appropriate box , on the right hand side of the request form. Please be advised that each service is a separate fee. For example: If you want next day service and for it to be mailed via the Post Offices 24-hour express service you will need to pay $25 for the expedited service plus $3 per each transcript.

You can pay by check, cash, money order, or credit card. Make checks payable to Atlantic Union College. If you wish to pay by credit card please call the cashier at 978-368-2209.

Please make sure every request has been signed, and all information has been filled out, before you mail or fax it to our office. If you have questions, please call us at 978-368-2218. During office hours only, we can also be reached at 1-800-282-2030 (x2218).

If more forms are needed, you may download the request form from the schools website (auc.edu). If you are having difficulty downloading the form please call us at (978)-368-2218 and we will be able to find an alternate means of getting the form to you. Thank you for your inquiry.