

**EXPRESS Official Transcript Request Form**

Return to Registrar's Office at the Storrs campus. Note: Your transcript cannot be released if there is a hold on your account.

Student's Current Name: \_\_\_\_\_  
Last First M

If you have attended the University of Connecticut under another name(s), please indicate below:

Date of Birth (required): \_\_\_\_\_

Student ID (if known): [ ][ ][ ][ ][ ][ ][ ][ ] and/or NetID (if known): [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dates of Attendance: First semester attended: \_\_\_\_\_ Last semester attended: \_\_\_\_\_

**EXPRESS DELIVERY INFORMATION**

I would like to request an official transcript to be sent **FedEx Standard Overnight**.  
If requesting a different FedEx service please specify: \_\_\_\_\_

I would like to request another express service. If this option is selected, you must provide the shipping label and arrange pickup.

Sender's FedEx Account Number: \_\_\_\_\_

Sender or FedEx Account Holder Name and Address (For billing purposes):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recipient Name, Address (No PO Boxes) and Phone: \_\_\_\_\_ Number of Copies to this Recipient: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize the University of Connecticut to release my transcripts to the recipient named on this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Handwritten signature required, we cannot accept a digital or typed signature)

**Please call our office at 860-486-3331 to confirm we have received your form.**

**FOR OFFICIAL USE ONLY**

Holds/Problems: \_\_\_\_\_  Notified

Name Letter Included  Forms Included

**Please hand deliver to express designee immediately.**

Processed by \_\_\_\_\_ Date \_\_\_\_\_