



Transcript Request Form

Name: _____ Maiden Name (if applicable): _____

Home Address: _____ Date of Birth: _____

_____ Daytime Phone: _____

_____ Program & Cohort: _____

Please update my records to match the contact information above.

Official Transcript(s) – Hard Copy (\$10 per transcript)

Official Transcript requests are processed within 2 business days and should arrive at their destination within 7-10 days of the request. Official Transcripts will not be furnished to/for individuals with unsettled financial obligations with the University. For expedited requests, please call the Registrar’s Office at 801.375.5125 and press 3 for assistance.

<p>Number of Transcripts Requested: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p>Number of Transcripts Requested: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Unofficial Transcript(s) – Email (No Charge)

Additionally, unofficial transcripts may be printed from the Student Portal located at <https://selfserve.rm.edu/cmcpportal/>

<p>Recipient Email:</p> <p>_____</p>

<p>Recipient Email:</p> <p>_____</p>

Transcript Processing Options (leave blank to process immediately)

HOLD for degree to be posted	HOLD for current semester grades
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Transcript Fee (\$10 per Official Transcript):

Pay Online (preferred): at <https://rm.edu/tuition/pay-online/>

Check: contact the Finance Office at 801.375.5125, option 5, to pay check by phone.

Signature: _____ **Date:** _____

Please fax, mail, or email this form to:
 RMUoHP, Attn: Registrar’s Office, 122 East 1700 South, Provo, UT 84606
 Direct Fax: 801.734.6825 Email: registrar@rm.edu