REQUEST FOR TRANSCRIPT

UAFS
University of Arkansas - Fort Smith

USE A SEPARATE TRANSCRIPT REQUEST FOR EACH ADDRESS OR FAX

Please note the following policies regarding transcript requests:

- There is no charge for transcripts.
- Students are limited to 10 official transcripts per day.
- Students can print unofficial transcripts from active LionsLink accounts.
- Certain holds and outstanding financial obligations on your account will prevent transcript requests from being processed.
- Student's signature is **REQUIRED** to process a transcript request; therefore, telephone requests will not be accepted.
- Please allow 2-3 business days for processing, plus the applicable transit time via the US Postal Service. During peak periods of high transcript requests, allow additional processing time.

To request a transcript, please complete and return this form:

- in person at Records Office, second floor of the Smith-Pendergraft Campus Center, Mon.-Thur. 8:00-6:00 and Fri. 9:00-5:00.
- by fax at (479) 424-6230.
- by mail at University of Arkansas - Fort Smith, Attn: Records Office, PO Box 3649, Fort Smith, AR 72913-3649.
- by e-mail through LionsLink at *records.department@uafs.edu*. (Requests for transcripts can ONLY be accepted from a LionsLink address.)

Name_____

IDN/SSN _____ Date of Birth _____/_____/_____

Mailing Address _____

City/State/Zip _____ Telephone #_____

STUDENT SIGNATURE _____ Date _____

REQUIRED FOR TRANSCRIPT TO BE RELEASED (unless requested through LionsLink e-mail)

Please indicate when you want transcript(s) prepared:

_____ Now _____ After final grades are recorded _____After degree is recorded

Fax *unofficial* transcript to:

_____ _____

Fax # including area code Name of Institution/Person

Mail _____ transcript(s) to: ☐ **OFFICIAL (enclosed in sealed envelope)** ☐ **UNOFFICAL**

(Number)

_____

Name of Institution/Person

_____

Mailing Address

_____

City State Zip

RECORDS OFFICE: Date Sent _____ Initials _____