

# REQUEST FOR OFFICIAL COLLEGE TRANSCRIPT



- Please print, sign the form in ink, fill out one form for each school, and return it by fax (610-225-5601) or email (gpsadm@eastern.edu)
- Please do not fill out if you already have ordered the official transcript from your sending school or if you have a hold at the college sending your transcript. The hold will need to be removed before we can request your transcript.

## PERSONAL INFORMATION

Please print clearly

Name \_\_\_\_\_  
Last First Middle

Current Address \_\_\_\_\_

City State Zip Country

Primary Phone \_\_\_\_\_  
 Home  Cell Email \_\_\_\_\_

Social Security Number \_\_\_\_\_ OR Student ID # \_\_\_\_\_

Name used when attending this school \_\_\_\_\_ Date of Birth \_\_\_\_\_

School Name \_\_\_\_\_ School Location \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_  
City State

Degree \_\_\_\_\_ Major \_\_\_\_\_

Send Now  Send after grades are posted \_\_\_\_\_  
Date Date  Send after degree is posted \_\_\_\_\_  
Date Date

Based on the above information, please order my transcript to be sent directly to Eastern University

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Sign, date, and return to one of the contacts below. **Note: We must have your signature.**

**To the Registrar of the School:** Official transcript must include seal, signature, and date.

**Please send by mail to:** Eastern University  
Graduate and Professional Studies Admissions  
1300 Eagle Road  
St. Davids, PA 19087-3696

**Or electronically via parchment or escript-safe to:** gpsadm@eastern.edu