

The University of Louisiana at Monroe

REQUEST FOR OFFICIAL TRANSCRIPT

To: Registrar's Office

Institution

City State Zip Code

Please send an official copy of my transcript to:

The University of Louisiana at Monroe
700 University Avenue
Graduate School
241 Hanna Hall
Monroe, LA 71209

I attended your institution under the name: _____
(Print full name)

I last attended your institution in _____
(Semester) (Year)

For identification purposes, my date of birth is _____

And my social security number is _____

TRANSCRIPT SHOULD BE SENT AFTER FINAL GRADES ARE RECORDED.

Sincerely,

Signature (IMPORTANT)

Street Address

City State Zip Code

NOTE TO STUDENT: Most colleges and universities require advance payment for transcripts. Contact them for appropriate amount and attach payment to this request.

NOTE: Official transcripts are required for admission to The University of Louisiana at Monroe. The transcript goes from the sending institution to ULM and does not pass through the student's hands.

NOTE: OFFICIAL transcripts are required from each institution attended, regardless if the credits appear on another school's transcript.