



Transcript Request

Office of the Registrar • 600 S. Paulina St., Suite 440, Chicago, IL 60612-3873 • Phone: (312) 942-5681 • Fax: (312) 942-2310

Please note: If you wish to have transcripts sent to multiple addresses, fill out a separate form for each address.

Send transcript to: (Please print!)

Student ID #

Social Security #: -

Currently attending? Yes No

Last date attended? Month _____ Yr _____

Date of Birth: Month _____ Day _____ Yr _____

Major Field of Study? _____

Number of transcripts requested*

Name While Attending? _____

**All Rush University transcripts are official.
Unofficial transcripts are not issued.**

Please check **any** of the following that apply:

- Send transcript in a sealed envelope. If requesting more than one transcript, each transcript will be sent in a separately sealed envelope unless you instruct us differently. (Allow 3-4 business days)
- Send transcript marked "Issued to Student" in a sealed envelope. If requesting more than one transcript, each transcript will be sent in a separately sealed envelope unless you instruct us differently. (Allow 3-4 business days)
- Hold for current quarter grades.
- Hold for posting of degree/certificate.
- Pick up transcript in a sealed envelope. (Allow 3-4 business days)
- Pick up transcript in an unsealed envelope and marked "Issued to Student." (Allow 3-4 business days)
- Request a Medical Student Performance Evaluation Letter (MSPE). (*Rush Medical College students only*)**

Please provide us with your phone number or e-mail address so we can contact you should there be questions about your transcript request:

Student's Signature

Date of Request

Student's Name and Address: (Please print!)

* Requests for four or more transcripts require printed labels to be provided with this form.

** The MSPE cannot be released to the student. Note: MSPEs are stored off site. Typically, it takes longer than 3-4 days to process a request.

For Office Use Only

- By letter
- In person
- Fax

7/09

Please mark this box if you wish for the Office of the Registrar to update its records with the address you've listed above.