



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? _____

Number of transcripts requested

Name While Attending? _____

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

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

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 5-6 business days)
- Send personal copy of transcript marked "Issued to Student" in a sealed envelope. (Allow 5-6 business days)
- Hold for current quarter grades.
- Hold for posting of degree/certificate.
- Pick up transcript in a sealed envelope. You will receive notice via e-mail or phone when ready for pick up. (Allow 5-6 business days)
- Pick up personal copy of transcript marked "Issued to Student" in an unsealed envelope. You will receive notice via e-mail or phone when ready for pick up. (Allow 5-6 business days)
- Request a Medical Student Performance Evaluation Letter (MSPE). (*Rush Medical College students only*)

Student's Signature (form will not be processed if omitted)

Date of Request

Student's Name and Address: (Please print)

For Office Use Only	
<input type="checkbox"/>	By letter
<input type="checkbox"/>	In person
<input type="checkbox"/>	Fax

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

Transcripts will be processed only after all financial obligations are met.

Typically, transcripts will be processed 5-6 business days after receiving your form. Medical students requesting a MSPE should be aware that it could take longer than 5-6 days as the MSPEs are stored off site. MSPEs cannot be released to the student. All transcripts are sent via the U.S. Postal Service. Please factor in delivery time by the U.S. Postal Service when requesting a transcript.