

FAULKNER UNIVERSITY TRANSCRIPT REQUEST FORM

* Registrar's Office * 5345 Atlanta Hwy, Montgomery, AL 36109
Fax#334-386-7244
registrar@faulkner.edu

***TRANSCRIPT FEE is \$5.00** per transcript (Faxed, Hand Carried, Mailed, Official, Student Copy or Unofficial).

*Payment is required by check, credit card or money order.

* The transcript fee is waived, if the transcript is sent to an office or program within Faulkner University.

* If the University has placed your record on hold, no transcript can be issued until the hold has been cleared.

***ALL** information must be **COMPLETED** in order to process your request.

*We **DO NOT** offer "NEXT DAY SERVICE."

*Once the request is received by the Registrar's Office, it will be processed within **3 BUSINESS DAYS**.

PRINT: Your name, address and phone

Name while attending Faulkner/ACC

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Student ID# or Social Security Number

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Date of Birth

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CAMPUS ATTENDED: Montgomery ___ Birmingham ___ Florence ___ Huntsville ___ MEP ___ Mobile ___

Date(s) of Attendance _____ Which transcript is requested? ___ Undergraduate ___ Graduate

CURRENT STUDENTS: HOLD for grades and/or degree posting? ___ YES ___ NO

MAIL ___ FAX ___ (Faxed transcript(s) are unofficial) Number of Copies: ___ MAILED ___ FAXED

MAIL TO:

ATTN and/or Fax #

ADDRESS

CITY, STATE, ZIP

Student Signature

Date

Payment

Step One: Go to <https://secure.faulkner.edu/forms/fees/>

Step Two: Type in your Student ID Number, First Name and Last Name

Step Three: Follow the instructions to pay by credit/debit card

Step Four: Write the Confirmation Number here - _____