



# University of South Alabama Request for Official Transcript

Office of the University Registrar  
390 Student Center Circle, Suite 1100  
Mobile, Alabama 36688-0002  
Telephone: (251) 460-6251  
transcripts@southalabama.edu

**For standard request, please mail this form with payment to the Office of the University Registrar.**

## I. Identification Information

Full Name on USA record: \_\_\_\_\_  
(Last) (First) (Middle)

List all other Names: \_\_\_\_\_

Student ID: J \_\_\_\_\_ Birth Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Last 4 of SSN: \_\_\_\_\_  
(if known) (MM) (DD) (Year) (Voluntary)

Student Address: \_\_\_\_\_  
(City) (State) (Postal Code) Update my address information

Phone Numo\_\_\_\_ 3.2 (o)-1.6 (d)-16.4 (e)21 ( )2

Normal Processing (2 - 3 Business Days)

Hold for Degree to be Posted - Term: \_\_\_\_\_

Hold for Current Term Grades

Pickup (Photo ID Required)

Name/Organization: \_\_\_\_\_ Attention: \_\_\_\_\_

Address: \_\_\_\_\_  
(City) (State) (Postal Code) (Country / Nation)

Special Instructions \_\_\_\_\_

Transcripts are processed in