



REQUEST FOR OFFICIAL TRANSCRIPTS

University of Nebraska-Lincoln | Office of the University Registrar, Transcripts | Husker Hub, 102 Canfield Admin Bldg., P.O. Box 880416, Lincoln NE 68588

Please note: Transcripts will NOT be issued if a financial hold exists. Transcripts cannot be released without the student's handwritten signature. Phone requests are not accepted. Please fax, mail, or email to registrar@unl.edu. See registrar.unl.edu/ordering-transcripts for more information.

PLEASE PRINT CLEARLY:

Last Name First Name Middle Name Previous/Maiden Name(s) Date of Birth (mm/dd/yyyy)

Current Address City State Zip Phone Number

NUID or SSN Email Address If you are not currently enrolled, approximately what year did you last attend? (Leave blank if currently enrolled)

PROCESSING INSTRUCTIONS

Choose from the following:

Process now (transcripts are generally processed within 1-2 business days)

Wait for grades to be posted: Term/Session

Wait for my degree to be posted: May August December

Wait for my grade change or Removal of Incomplete: Course

Wait for undergraduate course repeat GPA Calculation: Course

Special Instructions:

FOR OFFICE USE ONLY

Existing Hold(s): Y / N

FERPA: Y / N

Received By: _____

Entered By: _____

RELEASE TRANSCRIPT(S):

To me - Number of copies: (please choose a delivery option from the following):

I will pick up at Husker Hub (must present photo ID, i.e. NCard, Driver's License, Passport) In-person pick up temporarily suspended

I authorize to pick up my transcript on my behalf. (must present their photo ID)

Mail to my current address listed above.

Are separate sealed envelopes needed? Yes No

And/or mail to the following complete address(es) below. (Please include institution, agency or business name. No abbreviations)

Number of Copies:

To:

Number of Copies:

To:

Number of Copies:

To:

Number of Copies:

To:

SIGNATURE

Student Handwritten Signature _____

Date (mm/dd/yyyy)



PHONE: 402-472-2030 | FAX: 402-472-0736

It is the policy of the University of Nebraska-Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion or political affiliation.