

Lommasson 201 | 32 Campus Drive | Missoula, MT 59812

- Processing time is 3-5 business days. Transcripts can be processed same day if the \$15 fee is paid.
- Unofficial transcripts are available for FREE via the Student Records page in cyberbear.UMT.edu
- For **immediate** processing you may use the National Student Clearinghouse available via the "Student Records" page in cyberbear.UMT.edu **OR** via the "Order-Track-Verify" tab on www.studentclearinghouse.org

Name (Please Print): _____

Name used at UM or previous names: _____

Student ID # or SSN: _____ Birthdate: _____

Telephone: _____ Email Address: _____

Current Mailing Address: _____

City/State/ZIP: _____

TRANSCRIPTS REQUESTED:

Official (\$10.00 each): **Number of Copies:** ____ (submit payment with request)

Select One:

United States (Standard Mail)

Canada or Mexico (Express Mail)—\$42.00 additional

International (Express Mail)—\$60.00 additional

Mail a free copy for a scholarship application (mailed directly to scholarship)

Unofficial (one free with purchase of an official transcript)

OPTIONAL PROCESSING AND SHIPPING (Check any that apply):

Same Day Processing—\$15.00 additional

Express/United States—\$25.00 additional (must be submitted by 11am)

Fax (unofficial only)—\$15.00

**Transcripts are not released if a student has an unpaid debt to the University.
Notarization requested if not in presence of Registrar's Office Staff.**

Signature: _____ Date: _____

Notary Validation

State of _____ County of _____ This instrument was signed or acknowledged before me on _____ by _____.

[Seal] _____
(Notary Signature)

CHECK APPROPRIATE BOXES BELOW:

1. **Transcripts to be:**
 Mailed Picked Up
(transcripts held for 30 days)

2. **Transcripts to be prepared:**
 As Is
 After _____ grades are recorded
(term)
 After degree is recorded
 After removal of incomplete for:

course term year

3. **Enrollment Information**
 First term enrolled:

quarter or semester year
 Most recent term enrolled:

quarter or semester year

Questions?

umt.edu/registrar
transcripts@umontana.edu
 (406) 243-2996
 Lommasson Center, Room 201

FOR OFFICE USE ONLY		
Same Day/Fax	\$15.00	_____
Express-US	\$25.00	_____
Express-Can/Mex	\$42.00	_____
Express-Int'l	\$60.00	_____
Official	\$10.00 x _____ =	_____
	Subtotal	_____
	Amount Received	_____
	Amount Owed	_____
Transcript Made _____		

If mailing: Student is responsible for complete and legible address in rectangle:

Send Transcript To: