

# University of Arkansas Cossatot

## Transcript Request Instructions

(The request form is included below the instructions)

Please mail your completed request form to:

UA Cossatot  
Registrar's Office  
183 College Drive  
De Queen, AR 71832

--OR ----E-mail your completed request form to [bmorris@ccua.edu](mailto:bmorris@ccua.edu) : Brenda Morris

--OR-----Fax your request to: Registrar's Office, fax (870) 642-8766.

All requests should contain the following information:

1. **NAME-** List current name and all names you used while in attendance at UA Cossatot.
2. **SOCIAL SECURITY NUMBER or Student ID**
3. **PHONE NUMBER**
4. **ADDRESS TO WHICH TO SEND TRANSCRIPT**
5. **SIGNED SIGNATURE** – You must sign the request. Failure to sign the request will delay processing.

**NOTICE:** UA Cossatot does not provide transcripts to students who have a financial obligation to the College.

**THIRD PARTY PICK-UP** – Anyone (parent, spouse, friend) picking up a transcript for another person must have a written notice stating the transcript may be released to him/her and including the above information. The third party must also provide identification for himself/herself and the student.

**FAXED TRANSCRIPTS** – Transcripts will be faxed upon written request, but most institutions do not consider faxed transcripts to be official. The fax number and name of the person to receive the faxed transcript must be included in the transcript request.

All requests are honored as quickly as possible within three working days. However, during busy periods, such as graduation, registration, end-of-term grade processing, etc., there will be some delay and no same day pickup. Students who visit the office to request a transcript should expect the process to take about an hour.

Partial and unofficial transcripts are not issued. Transcripts include the student's complete record, including all undergraduate courses taken at UA Cossatot. Credits earned at other institutions and submitted to UA Cossatot as requirements for the degree may be posted to the UA Cossatot transcript. However, the official transcript used for transfer credit becomes part of the student's record and is not reissued. Official transcripts from other institutions must be requested directly from that institution.

If you should need further assistance or have any questions, please contact the Registrar's Office at (870) 5844471.

**University of Arkansas Cossatot**  
Office of the Registrar  
Request to Release Academic Transcript

Please Print:

**SSN or Student ID:** \_\_\_\_\_

Student's Name: \_\_\_\_\_

Other Names Used During Attendance: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Attendance before 1992? [ ]Yes [ ]No

If you took a *Continuing Education/Noncredit Class*, do you want it to appear on your transcript? [ ]Yes [ ]No

**When to Send Transcript:**

- \_\_\_ Now
- \_\_\_ After grades have been posted
- \_\_\_ After degree has been posted

**How to Send Transcript:**

- \_\_\_ Mail transcript
- \_\_\_ Fax unofficial
- \_\_\_ Student pick up at campus
- Circle one: De Queen Nashville Ashdown
- \_\_\_ Electronically\* SPEEDE

**Number of copies requested:** \_\_\_\_\_

**Name and mailing address of institution receiving transcript:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-OR-

Fax Records to: \_\_\_\_\_  
(Faxed transcripts are generally not considered official)

Fax Number: \_\_\_\_\_

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

Please complete a separate transcript request form for **each** separate mailing address.

Allow **3** working days for processing your request and longer for mailed transcripts.

Recipient institutions generally require the transcript be sent directly to them.

In compliance with Public Law 93-380 (The Education Amendment of 1974), effective November 20, 1974, which declares it unlawful for a school to release any personal information unless the student files a written request, I authorize the Registrar's Office at University of Arkansas Cossatot to release my academic transcript to the recipient listed.

UA Cossatot does not release documents received from other institutions, including high schools and other colleges or universities.

\*Transcripts sent to Arkansas colleges will be sent electronically (SPEEDE) providing the college receives SPEEDE transcripts.

For Office Use Only

Processed By: \_\_\_\_\_

Date: \_\_\_\_\_ Mailed Faxed Picked Up/Interoffice Mail SPEEDE

Date Stamp Received

Revised 6/15/17 bm