

THE UNIVERSITY OF LOUISIANA AT MONROE

Office of the Graduate School

REQUEST FOR OFFICIAL TRANSCRIPT

TO: REGISTRAR'S OFFICE

DATE: _____

(INSTITUTION)

(STREET ADDRESS)

(CITY, STATE ZIP)

Please send an official copy of my transcript to:

The University of Louisiana at Monroe
Graduate School
700 University Avenue
George T. Walker Hall, 2-37
Monroe, LA 71209

I attended your institution under the following name: _____
(PRINT FULL NAME)

I last attended your institution in: _____
(SEMESTER, YEAR)

For identification purposes, my date of birth is: _____

My student identification number is: _____

Transcript should be sent after final grades are recorded.

SIGNATURE (IMPORTANT)

STREET ADDRESS

CITY, STATE ZIP

Note to student: Most colleges and universities require advance payment for transcripts. Contact the institution from which you are requesting the transcript for appropriate amount and include payment to this request.

Official transcripts are required for admission to the University of Louisiana at Monroe. The transcript should come directly from the sending institution to ULM. Opened or unsealed transcripts will not be considered official. For your convenience, ULM Graduate School is now set up with eSCRIPT-SAFE in order to receive official transcripts electronically; however, you must specify "Graduate Admissions".

Transcripts are required from each institution attended, regardless of if the credits appear on another school's transcript.