

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@cccua.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**
3. **DATES OF ATTENDANCE**
4. **HOME & WORK TELEPHONE NUMBERS**
5. **ADDRESS TO WHICH TO SEND TRANSCRIPT**
6. **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/Scores
Please Print

Social Security Number: _____

Student's Name: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Other Names Used During Attendance: _____

Dates of Attendance: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

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

Electronically*

Number of copies requested sent: _____

Name and address of institution receiving transcript:

-OR-

Fax Records to: _____

Fax Number: _____

Student's Signature: _____

Date Signed: _____

Please fill out a separate form for each transcript requested that is being sent to a different address.

Please allow **3** working days for processing your request and longer if it is being mailed.

Most institutions request that the transcript be mailed 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.

*If your transcript is being sent to a college in Arkansas, transcript will be sent electronically.

For Office Use Only

Processed By: _____

Date Mailed: _____ Date Faxed: _____

Date Picked Up: _____ Date Electronically sent: _____

Date Stamp Received

Revised 5/18/15 rg