

# CHARGE FOR TRANSCRIPTS BEGINS FALL 2009

## Transcripts at Philadelphia University

Beginning Fall 2009, all students past and present will be charged for obtaining official transcripts.

- **Current** students who need an unofficial Transcript – **Must print it from Web Advisor.** .

### Transcript Request process:

All transcript requests must be submitted to the Office of the University Registrar and must include the requester's signature. **The fee for a transcript is \$5.00 per copy, \$10 for same day copy, and \$20 for an overnight copy which must be received by 3pm.** Transcript requests are payable by cash in person, check made payable to Philadelphia University, or credit card (Master card and Visa) Payment must be received at the time of your request.

Unofficial copies of the transcript are available to currently enrolled students through their Web advisor account.

*Requests for a transcript may be made by completing the appropriate form obtained from the Office of the University Registrar or also on the Registrar webpage at PHILAU.EDU/REGISTRAR or the Office of Continuing and Professional Studies. Alternatively, a request may be mailed or faxed to the University Registrar containing the following information:*

- Student's full name (*including maiden, or other name, if applicable*)
- Social Security Number (*or student identification number*)
- Date of birth
- Last term attended
- Indicate "Hold for Degree or Grades (*when a transcript is ordered before the End of term*)
- Agency, college or individual to whom transcript is to be sent
- Complete mailing address,
- Student's signature (*authorization to release the records*)
- Payment Method

**E-Mail Request:** *Must have scanned signature and credit card information. (registrar@philau.edu)*

- Card number and expiration date.

**Faxed Request:** *Transcripts requested by fax must have credit card information.*

- Card number and expiration date.

### **To Pay by credit card:**

- Please include Card number and expiration date.

### **To Pay by check:**

- Make check payable to Philadelphia University. Please note that if check is returned due to non-sufficient funds, you will be charged a \$25 fee and a hold would be put on your account.

### **To Pay by Cash:**

- All payments by cash must be received by 4 pm (**Cashier's Office**)
- A student having financial obligations to the University will not be issued a transcript.
- See catalog "Unadjusted Indebtedness."

