

## Official Purdue Transcript Request Form

IPFW is an Affirmative Action/Equal Opportunity university.

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### Personal Information

Student ID Number:  Student Birth Date:

Student Name:

Last:  First:  Middle:

Suffix:  Maiden Name or Other Former Name:

Street Address:

City:  State:  Zip:  Country:

Phone: (Include Area Code)

E-mail Address (Optional)

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### How would you like this issued?

Number of Copies: (\$4 per copy)

- Issue to student immediately
- Send immediately
- Hold for current semester grades
- Hold for grade change: Course Number:  Semester/Year Taken:
- Hold for degree: Degree:  Expected Graduation:
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### Send Transcript To:

(Complete only if transcript(s) are to be mailed to location other than home address)

Name/Office/Organization:

Street Address:

City:  State:  Zip:  Country:

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IPFW Office of the Registrar  
2101 E. Coliseum Blvd.  
Fort Wayne, IN 46805-1499  
260-481-6815  
E-mail: mclaughp@ipfw.edu  
<http://www.ipfw.edu/registrar/>

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### Payment Information

Official Purdue Transcript Fee - \$4

This fee is a non-refundable processing fee, not applicable to any other university bill or fee.  
Your official Purdue transcript request cannot be processed until the fee has been paid.

**Option 1** -  Check or money order payable to IPFW is enclosed.

**Option 2** - Credit Card Type:  Visa  Mastercard  Discover

Name on Credit Card:

Last:  First:  Middle:

Credit Card Number:  Expiration Date:

Signature of Credit Card Holder: \_\_\_\_\_ Date: \_\_\_\_\_

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I authorize IPFW to disclose personally identifiable information, including my SSN, to third parties. I understand I do not have to consent to the disclosure of my SSN, but that consent is necessary to process my request.

I affirm that I am the above named student. In compliance with Public Law 93-380, Family Education Rights and Privacy Act of 1974 (as amended), I hereby give my written consent and do therefore authorize IPFW to release my student records as noted.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print, sign and date this form.

Mail or fax (260-481-6110) this form with payment to IPFW to request an official Purdue transcript.

In most cases, your request will be processed within three business days after your fully completed request and payment are received. This three day estimate does not include mail delivery and mail processing times at other destinations (including other colleges and universities). Holds on your student account or incomplete requests may cause delays.