

# IPFW Unofficial Transcript Request Form (No Charge)

IPFW is an Affirmative Action/Equal Opportunity university.

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

Unofficial Transcript Request for: **Indiana University** and/or **Purdue University**

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## Student Information: (Student ID or SSN is required for processing)

Student ID Number: \_\_\_\_\_ and/or SSN: \_\_\_\_\_ Student Birth Date: \_\_\_\_\_  
(mm/dd/yyyy)

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Name used while attending (if different): \_\_\_\_\_

Years attended (yyyy): From: \_\_\_\_\_ To: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Phone: (Include Area Code) \_\_\_\_\_ E-mail Address (Optional) \_\_\_\_\_

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## Processing Request Information:

Number of Transcript Copies: \_\_\_\_\_

Issue to student immediately

Send immediately

Hold for current semester grades

Hold for grade change in: Course # (e.g., MA 15300): \_\_\_\_\_ Semester: \_\_\_\_\_ year (yyyy): \_\_\_\_\_

Hold for degree: Degree (e.g., BA/BS): \_\_\_\_\_ Date expected (mm/yyyy): \_\_\_\_\_

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## Mail Unofficial Transcript To: (Complete only if transcript(s) are to be mailed to location other than address listed above)

Name/Office/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

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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) your form to IPFW to request an unofficial 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.