



5522 New Peachtree Road, Suite 114 \* Chamblee, GA 30341 \* USA  
Toll Free: +1-877-325-9538 \* Phone: +1-404-357-4111 \* Fax: +1-404-393-4411  
Website: [www.uofa.edu](http://www.uofa.edu) \* Email: [info@uofa.edu](mailto:info@uofa.edu)

## REQUEST FOR TRANSCRIPT

To whom it may concern:

Please forward a complete copy of my transcript to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_ Contact Number \_\_\_\_\_

The following information is submitted to help properly identify my records:  
(All information below should be as it appeared when you graduated from University of Atlanta.)

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Social Security Number or Student ID Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTICE TO STUDENT: University of Atlanta charges \$25\* for each transcript ordered. This fee must be received before transcript is released.

\*Disclosure: Shipping cost is not included.