



# REQUEST FOR UNOFFICIAL TRANSCRIPT OR OTHER DOCUMENTS

**Official Transcripts:** To request an official transcript visit [www.ozarks.edu/transcripts](http://www.ozarks.edu/transcripts). This webpage includes instructions for requesting official transcripts through the National Student Clearinghouse. There is a \$4 fee for official transcripts.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
(Please include all names which may be in the university records)

Student ID # or SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Dates Attended \_\_\_\_\_

Phone Number \_\_\_\_\_

## Documents Requested:

- Unofficial Transcript
- Enrollment Verification only
- Immunization
- Schedule for \_\_\_\_\_ term
- Grade Card for \_\_\_\_\_ term
- Other \_\_\_\_\_

## Mail Documents To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I am requesting the unofficial transcript or other documents be sent by email to : \_\_\_\_\_  
I have been informed and understand that e-mail is not considered a secure means of transmitting personal information. In the event of a security breach, I will not hold the University of the Ozarks liable.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_