



Transcript Request Form

Request will be processed within 5-10 working days upon receipt in the office and verification of receipt number from the Business Office. For instructions and quicker processing, make your request through the [National Student Clearinghouse](#).

\$10.00 per copy per career level (Undergraduate, Graduate, Doctoral)

Date of Request: _____ Career Level (U/G/D): _____ # of Copies _____
(Please submit a separate request for each career level)

Name: _____
Last First MI

Banner Id: _____ Birth Date: MM _____ DD _____ YYYY _____

Print **ALL** last names since attendance at Fayetteville State University:

Graduation Year/Date (If Applicable): _____

Current Address: _____

Current Phone #: _____

Receipt Number: _____ Amount Submitted \$ _____

Please call Cashier at 910 672 2605/2117 to pay by credit or debit card and record the receipt number.

Please mail my transcript to this address:

Signature: _____

Mail to: Fayetteville State University/1200 Murchison Road/3rd Floor Lilly Building/Fayetteville, NC 28301

Revised 06/2016

Note: Official transcripts will not be furnished until all financial obligations to the University have been satisfied. We do not provide unofficial transcript copies. Please include as much information as possible and write legibly; failure to do so will result in the return of this form.