

## Instructions for Requesting a Transcript

Clark Atlanta University releases both official and unofficial transcripts as defined below. All transcript requests must be made in writing. Individuals without ready access to campus must submit a written request with the following minimum information:

- Student Name (while attending CAU, CC, or AU)
- Student Social Security Number / Identification Number
- Date of Initial Enrollment
- Date of Graduation (or last date attended)
- Name of Organization or Institution to receive transcript
- Complete address where transcript will be sent
- Number of transcripts requested
- Cashiers Check or Money Order for Transcript Fees
- **NO PERSONAL CHECKS**
- Indicate any other special mailing services needed and include appropriate fees as outlined below with the request.

### Please mail your request to:

Office of the University Registrar  
Clark Atlanta University  
Attn: Transcripts  
223 James P. Brawley Dr., S.W.  
Atlanta, GA 30314

### Transcript Fees

Unofficial Transcript	- \$5.00 each
Official Transcripts	- \$8.00 each
Express Mail	- \$13.95 + transcript fee(s)

- The unofficial and official transcript requests will be processed within 3 – 6 business days (7 – 10 during peak times). Note: Enrollment prior to 2000 may take longer than 10 business days.
- Express mail is also available for an additional fee. This will only mail your transcript requests via express mail, it **will not** change the processing time for transcript requests. (Transcript will be processed in the order received and will be expressed UPS next business day. UPS will not deliver to P.O. Box, please use a street address).

### Payment Options:

- Cashiers Checks and Money Orders are acceptable forms of payment for transcript requests via the mail (made payable to Clark Atlanta University)
- Cash and Credit Card payments are accepted in the Office of Student Accounts, 204 Haven Warren.
- **NO PERSONAL CHECKS** will be accepted for payment of transcript fees.
- **NO FAXED or EMAILED requests for transcripts will be honored or processed.**



# CLARK ATLANTA UNIVERSITY

Office of the University Registrar  
223 James P. Brawley Dr., S.W.  
Atlanta, GA 30314  
404-880-8938 or 8834  
Office Hours  
9:00am-5:00pm M-F

## TRANSCRIPT REQUEST FORM (Revised December 2009)

- Please fill out this form completely and return with the appropriate fees to the Office of the University Registrar at the address on this form.
- Your signature, date, and contact phone number are required. Requests that do not include this information will be returned to sender.
- After completing the request, please take it to the Office of Student Accounts, Haven-Warren Hall, Room 204, for Cash or Credit Card payment.
- No Personal Checks Accepted for Fees (Money Order or Cashier's Check made payable to Clark Atlanta University)
- NO FAX OR E-MAIL request will be accepted.
- Request with outstanding financial obligations to Clark Atlanta University will not be processed and will be returned to sender.

<b>NAME &amp; ADDRESS INFO (PLEASE PRINT CLEARLY)</b>			<b>College/University</b>	<b>Attended Dates/Degree Awarded</b>
First Name _____	Middle _____	Last _____	ATL UNIVERSITY <input type="checkbox"/>	_____
Current Address _____			CLARK COLLEGE <input type="checkbox"/>	_____
City _____ State _____ Zip _____			CAU <input type="checkbox"/>	_____
OTHER USED NAMES: _____			AU SUMMER ONLY <input type="checkbox"/>	_____
			UNDERGRADUATE <input type="checkbox"/>	_____
			GRADUATE <input type="checkbox"/>	_____

<b>Student ID/SSN (required)</b> _____	<b>Signature:</b> _____
	<b>Contact Phone Number:</b> _____ <b>Date:</b> _____

**PROCESSING TIME** - Transcripts will be processed and mailed in approximately three to six business days for students enrolled at CAU since 2000. During peak periods, the time is seven to ten business days. Note: Enrollment prior to 2000 processing time may take longer than ten business days.

**Personal Pickup** Yes  No

Mail Transcripts to: (Please Print Full Address)  
No. of copies \_\_\_\_\_ Official \_\_\_\_\_ Unofficial \_\_\_\_\_

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

No of copies \_\_\_\_\_ Official \_\_\_\_\_ Unofficial \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**TRANSCRIPT FEES**

Official Transcript	\$8.00 each
Unofficial Transcript	\$5.00 each
Express Mail	\$ 13.95 + Transcript Fee (s)

**(Transcript will be processed in the order received and will be expressed UPS next business day. UPS will not deliver to a P.O. Box, please use street address only.)**

**Services Requested (please check as appropriate)**

Express Mail \$13.95 *Per Address* + transcript fee (s)  
**Time of Receipt in the Registrar's Office**

\$13.95 x \_\_\_\_\_ = \_\_\_\_\_

Official Transcripts \$ 8.00 x \_\_\_\_\_ = \_\_\_\_\_

Unofficial Transcripts \$ 5.00 x \_\_\_\_\_ = \_\_\_\_\_

Total Owed \$ \_\_\_\_\_

*For Official Student Accounts Use Only:*

**Student Accounts Release:** Yes \_\_\_\_\_ No \_\_\_\_\_

**PERKINS/NDL:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Amount Paid:** \_\_\_\_\_ **Cashier** \_\_\_\_\_

*For Official Registrar Use Only:*

**Initial as Processed:** \_\_\_\_\_

**Date Processed/Mailed:** \_\_\_\_\_