

Instructions for Requesting a Transcript For Students Who Attended Prior to 2000

Clark Atlanta University releases both official and unofficial transcripts as defined below. All transcript requests for students who attended prior to the year 2000 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, Georgia 30314

Transcript Fees:

Unofficial Transcript - \$5.00 each

Official Transcripts - \$10.00 each

Note: Enrollment prior to 2000 may take longer than 10 business days. The unofficial and official transcript requests will be processed within 3 – 5 business days (7 – 10 days during peak times such as registration/enrollment or graduation).

Express Mail - Express mail is also available for an additional fee. Fees are paid directly to the company you use (i.e. USPS, UPS, or FedEx). You must create an account with the Express Mail company you choose. After you make payment to the company then you must send the shipping label to Clark Atlanta University - transcripts@cau.edu .

Payment Options:

Cashiers Checks and Money Orders are acceptable forms of payment for transcript requests via the mail or walk-in requests received in the Office of the University Registrar (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
Office Hours
9:00am-5:00pm M-F

TRANSCRIPT REQUEST FORM

- 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.

| | | | | |
|---|--------------|------------|---------------------------|--------------------------------------|
| NAME & ADDRESS INFO (PLEASE PRINT CLEARLY) | | | College/University | Attended Dates/Degree Awarded |
| First Name _____ | Middle _____ | Last _____ | ATLANTA UNIVERSITY _____ | _____ |
| Current Address _____ | | | CLARK COLLEGE _____ | _____ |
| City _____ State _____ Zip _____ | | | CLARK UNIVERSITY _____ | _____ |
| OTHER USED NAMES: _____ | | | CLARK ATLANTA UNIV. _____ | _____ |
| | | | AU SUMMER ONLY _____ | _____ |
| | | | GRADUATE _____ | _____ |
| | | | UNDERGRADUATE _____ | _____ |

| | |
|--|---|
| Student ID/SSN (required) _____ | Signature: _____ |
| Date of Birth _____ | E-mail: _____ |
| | Contact Phone Number: _____ Date: _____ |

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 - \$10.00 each
Unofficial Transcript - \$5.00 each

Express Mail - Express mail is also available for an additional fee. Fees are paid directly to the company you choose (i.e. USPS, UPS, or FedEx). You must create an account with the Express Mail company you choose. After you make payment to the company then you must send the shipping label to Clark Atlanta University. Either email the label to mhill@cau.edu or transcripts@cau.edu. Make sure your shipping label's return address is from Clark Atlanta University, Office of the University Registrar, 223 James P. Brawley Drive SW, Atlanta, GA 30314.

Services Requested (please check as appropriate)

Official Transcripts \$ 10.00 x _____ = _____

Unofficial Transcripts \$ 5.00 x _____ = _____

Total Owed: _____

For Official Student Accounts Use Only:

Student Accounts Release: Yes _____ No _____

PERKINS/NDSL: Yes _____ No _____

Amount Paid: _____ **Cashier** _____

For Official Registrar Use Only:

Initial as Processed: _____

Date Processed/Mailed: _____