University of Colorado Boulder

Office of the Registrar
Regent Administrative Center 101
68 UCB
Boulder, Colorado 80309

t 303 492 6970
f 303 492 4884

Official Transcript Order Form

Clear Form

Student Information

Student ID: _____ Today's Date: _____

Full Name: _____ Date of Birth: _____

Name while Enrolled: _____ Dates of Attendance: _____

Last Four Digits of Social Security Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

*Your signature authorizes the University of Colorado Boulder to release your transcript.

Requestor Signature: _____

Order Type (check or cash ONLY)

Please make checks payable to University of Colorado. Credit cards are only accepted for online orders.

Please select ONE type of career transcript: ○ All CU History ○ Undergrad Only ○ Graduate Only ○ Law Only ○ Non-credit

☐ Qty: ____

Official Electronic PDF Transcript (Not Available for Third-Party Requests) – $10 per PDF transcript

Electronic PDF is the fastest and most cost-effective way to send or receive an official transcript.

- Students after 1988: Often processed within a matter of minutes, but may take up to a few hours during high-volume periods.
- Students prior to 1988: Emailed within five business days.

Recipient's Email Address: _____

☐ Qty: ____

Official Paper Transcript + Standard Processing (USPS Mail) – $12 per transcript

- Students after 1988: Processed within three business days.
- Students prior to 1988: Processed within five business days.

☐ Qty: ____

Official Paper Transcript + FedEx Express® U.S. Service – $12 per transcript + $30 FedEx fee per order

FedEx does not deliver to P.O. Boxes. The fee covers sending up to five transcripts to a single address per order.

- Students after 1988: Processed the same day if ordered before 2 p.m. Mountain Time.
- Students prior to 1988: Processed within five business days.

Phone Number: _____

☐ Qty: ____

Official Paper Transcript + FedEx Express® International Service – $12 per transcript + $85 FedEx fee per order

FedEx does not deliver to P.O. Boxes. The fee covers sending up to five transcripts to a single address per order.

- Students after 1988: Processed the same day if ordered before 2 p.m. Mountain Time.
- Students prior to 1988: Processed within five business days.

Phone Number: _____

☐ Qty: ____

Official Paper Transcript + Same-Day Pickup – $20 per transcript

Available in the Office of the Registrar, Regent Administrative Center 101, CU Boulder.

- Students after 1988: Processed by 4 p.m. Mountain Time. Requests submitted after 4 p.m. are processed the next business day.
- Students prior to 1988: This option is currently unavailable.

Delivery Address

☐ Same as above

_____

_____

_____

Additional Comments and Instructions

Office Use Only Check: #_____ $_____ Cash: $_____ Initials _____ Date: _____