There are no charges for the transcript as the workshop was taken through Educational Resources. This form does need to be completed and sent to the University of Rio Grande – Records Dept. (without the payment) in order to receive a transcript.

REQUEST FOR A TRANSCRIPT FROM THE UNIVERSITY OF RIO GRANDE

1. NAME SIGNA' Last First Middle	TURE
Last First Middle 2. PRIOR NAME(s) Social S	Security
	t ID #
4. CITY STATE ZIP DATE (OF BIRTH
5. PHONE NUMBER (daytime) (cell)	
6. MAJOR Circle: Undergraduate or Graduate	
7. Did you attend before 1989? Circle: YES or NO When was the last semester you attended?	
8. Transcript Type and Number RequestedOfficial	Unofficial FOR RECORDS
Reason for Request:ScholarshipTransferEmployment	nt_OtherUSE ONLY
Official Transcript Processing Service – choose only one of the following: Total mailed:	
□ WITHIN THREE BUSINESS DAYS @ \$12.00 per official transcript □ Date mailed:	
□ RUSH PROCESSING @ \$5.00 (one-time charge) + \$12.00 = \$17.00	
(Rush fee is applied to the cost when you come in person to pick up a transcript.) Picked up by:	
□ OVERNIGHT PROCESSING = \$31.00 per official transcript	
□ DELAYED PROCESSING – mailed per your instructions inc	dicated below Initials of processor:
□ Hold for current semester grades – available one week after end of the semester □ Hold for degree posting – available two weeks after end of the semester	
Method of Payment – Please DO NOT mail cash. You may pay with cash in person. ACCOUNTING	
□ Cash □ Check □ Money Order □ Credit Card □ Debit Card USE ONLY Initials of processor:	
If paying by credit card or debit card, please provide the following information:	
□ DISCOVER □ MASTERCARD □ VISA □ AMERICAN EXPRESS Amount paid:	
Name as it appears on card:	
Account number:Expiration date:/ Receipt number:	
Total to be charged to your credit card:	Date paid:
Signature:	
SENDCOPY TO:	
SENDCOPY TO.	