



Office of the
Registrar
17 High St, MSC #7
Plymouth, NH 03264
Phone: (603) 535-2345
Fax (603) 535-2724

Plymouth State University

TRANSCRIPT REQUEST

Please allow 1-2 weeks for delivery

PLEASE PRINT

FOR OFFICE USE ONLY

Holds

Yes: ☐ No: ☐

Rec'd by:

Initials / Date

DATE: _____

LAST NAME FIRST MIDDLE

STREET ADDRESS PSU HUB SUITE BOX

CITY OR TOWN STATE ZIP

PREVIOUS NAME(S) USED WHILE ATTENDING PLYMOUTH STATE UNIVERSITY

*** If you have had a Name Change, Official documentation must accompany this Request. (Examples Driver's License, Marriage/Divorce Certificate, Social Security Card or Birth Certificate)*

PSU STUDENT ID NUMBER (Or SSN) From: _____ To: _____
BIRTHDATE (MM/DD/YY) DATES OF ATTENDANCE

➡ Special Instructions

Type of Transcript Requested:

☐ ☐

Official Unofficial

Level of Transcript Requested:

☐ Undergraduate

☐ Graduate

☐ Both

Method of Delivery:

☐ Pick Up

☐ Mail

Other Instructions:

☐ Hold for final grades

☐ Hold for graduation statement
(May not be requested earlier than one month
before end of semester)

TOTAL NUMBER OF COPIES:

➡ **STUDENT SIGNATURE:** _____

(MANDATORY FOR RELEASE OF TRANSCRIPTS)

MAIL TO: Additional addresses may be written on back.
**NO TRANSCRIPT WILL BE FURNISHED IF FINANCIAL
OBLIGATIONS TO THE UNIVERSITY HAVE NOT BEEN SATISFIED**

NOTE: Please go to our website for a complete listing of transcript rules and regulations at: www.plymouth.edu/registrar

- After a limit of 2 unofficial and 6 official per one-year period is reached, a charge of \$3.00 per transcript will be assessed.
- All requests must be signed by the student.
- Transcripts may be picked-up or mailed only.
(Under NO circumstances can a transcript be faxed)

**** Official documentation must accompany Name changes ****

Revised 2.17.10