



**TRANSCRIPT ORDER FORM**  
**BOISE STATE REGISTRAR'S OFFICE**  
 Administration Bldg, Room 110  
 1910 University Drive, Boise, ID 83725-1365  
 Telephone: (208) 426-4249 Fax: (208) 426-3169

Current students have access to unofficial transcripts via BroncoWeb (<http://broncoweb.boisestate.edu/>).  
 Past students may obtain an unofficial transcript in person with a photo ID. Boise State does not mail or fax unofficial transcripts.

First / Middle / Last Name \_\_\_\_\_

Street Address or Post Office Box \_\_\_\_\_

City / State / Zip Code \_\_\_\_\_

**REGISTRAR'S OFFICE ONLY:**

SERVICE INDICATOR CLEAR: Yes  No   
 Payment Date \_\_\_\_\_ Amt \$ \_\_\_\_\_  
 Cash  Check / Money Order \_\_\_\_\_  
 Credit Card  Initials \_\_\_\_\_  
 Entered in TRTS  Initials \_\_\_\_\_

SSN: \_\_\_\_\_ BSU Student ID # (If known): \_\_\_\_\_ Birth date: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Former Name(s) Used: \_\_\_\_\_ Email Address: \_\_\_\_\_

Currently Enrolled at Boise State? Yes  No  Last Attended Boise State? \_\_\_\_\_

**TRANSCRIPT FEE**  
(Must Be Paid In Advance)

**OFFICIAL transcript: \$10.00 per copy (regular processing)**

**ADDITIONAL SERVICES**

**Immediate Processing: \$25.00 per copy (fax or pick up only)**  
**FedEx Rush Processing and Delivery: \$35.00 per copy**  
**(Must be placed by 2:30 pm to ensure overnight delivery) No PO Boxes.**  
**FedEx Rush International Delivery: \$50.00 per copy**  
**(Must be placed by 2:30 pm to ensure overnight delivery) No PO Boxes.**

**METHOD OF PAYMENT**

Cash, Check or Money Order  
 MasterCard / Visa / Discover

Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_  
(Month/Year)

Name on card: \_\_\_\_\_

All transcripts faxed from Boise State are considered official. Be sure the receiver accepts faxed transcripts as official. Normal processing time is 3 business days after receipt of request. Allow 5 business days if ordering at the end of a semester.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regular Mail	Pick Up	Fax	<b>Additional Services:</b>	<b>Immediate Fax/Pick up</b>	<b>FedEx Rush (No PO Box)</b>
Number of Transcripts: _____		Hold this request for posting of current semester :			
		<input type="checkbox"/> Grades	<input type="checkbox"/> Degree		
Attention: _____					
Mail To: _____					
Address/PO Box: _____					
City/State/Zip: _____					
Fax Number: _____					

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regular Mail	Pick Up	Fax	<b>Additional Services:</b>	<b>Immediate Fax/Pick up</b>	<b>FedEx Rush (No PO Box)</b>
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		<input type="checkbox"/> Grades	<input type="checkbox"/> Degree		
Attention: _____					
Mail To: _____					
Address/PO Box: _____					
City/State/Zip: _____					
Fax Number: _____					

Date of Request: \_\_\_\_\_

(7/2009)

**STUDENT SIGNATURE REQUIRED FOR RELEASE OF TRANSCRIPT**