



# Transcript Order Form

**Mail/deliver to:** Boise State University Registrar's Office, 1910 University Drive, Administration Building Room 110, Boise, ID 83725-1365  
**FAX:** (208) 426-3169 | **Phone:** (208) 426-4 | **Toll Free:** 800-824-7017

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 Name	Middle Name	Last Name	Former Name(s) Used
BSU Student ID Number		Social Security Number	Date of Birth
Daytime Phone Number		E-mail Address	
Street Address or PO Box		Apartment Number	City State ZIP Code
<b>Student Signature <u>Required</u> for Release of Transcript</b>			Date of Request

Currently enrolled at Boise State University?  Yes  No      Last attended Boise State University?

### Transcript Fee (Must Be Paid In Advance)

OFFICIAL transcripts: \$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 1:00 pm to ensure overnight delivery) No PO Boxes
- FedEx Rush International Delivery: \$50.00 per copy (Must be placed by 1:00 pm to ensure overnight delivery) No PO Boxes

### Method of Payment

Cash, Check, or Money Order  
 MasterCard/Visa/Discover

Card Number: \_\_\_\_\_  
Expiration Date (Month/Year): \_\_\_\_\_  
Name on Card: \_\_\_\_\_

All transcripts faxed by Boise State University 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.

Delivery Method:	<input type="checkbox"/> Regular Mail	<input type="checkbox"/> Pick Up	<input type="checkbox"/> Fax
Additional Services:	<input type="checkbox"/> Immediate Fax/ Pick Up	<input type="checkbox"/> Rush Delivery (No PO Box)	
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 Code:	_____		
Fax Number:	_____		

Delivery Method:	<input type="checkbox"/> Regular Mail	<input type="checkbox"/> Pick Up	<input type="checkbox"/> Fax
Additional Services:	<input type="checkbox"/> Immediate Fax/ Pick Up	<input type="checkbox"/> Rush Delivery (No PO Box)	
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 Code:	_____		
Fax Number:	_____		

Registrar's Office Only	
Service Indicator Clear:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Payment Date:	_____ Amount \$ _____
<input type="checkbox"/> Cash	<input type="checkbox"/> Check/Money Order _____
<input type="checkbox"/> Credit Card	_____ Initials _____
<input type="checkbox"/> Entered in TRTS	_____ Initials _____