



OFFICE OF THE REGISTRAR
550 West Van Buren, 7th Floor
Chicago, IL 60607

College and University Transcript Request Form

IMPORTANT:

Transcripts are only considered official if received directly from the registrar of the college or university. Please be advised that it is your responsibility to provide the University with official transcript documentation should you want previously completed coursework to be reviewed for transfer credit.

Students enrolled in advanced start, post-baccalaureate, or graduate programs must submit an official transcript indicating receipt of a comparable associate's, bachelor's (required for students enrolled in a post-baccalaureate or graduate program), or master's degree (required for students enrolled in a post-graduate program) from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education by the last day of the first term. If it is not submitted by the last day of the first term, you will be blocked or withdrawn from future classes and your academic credentials will be withheld until such documentation is provided. Students enrolled in an advanced start bachelor's program may be transferred to a bachelor's program if the proper documentation is not submitted on time.

ATTENTION STUDENT

- 1. Complete one form for each college or university attended.
2. Please send this form (with payment if applicable) to the Registrar's Office at your prior institution.

Please Type or Print Legibly

Form fields for personal information: LAST NAME, FIRST NAME, MIDDLE INITIAL, NAME(S) WHILE ATTENDING SCHOOL, STREET ADDRESS, CITY, STATE, ZIP, HOME TELEPHONE, EMAIL ADDRESS, SOCIAL SECURITY #, DATE OF BIRTH.

Information Regarding Institution Attended

Form fields for institution information: NAME OF COLLEGE OR UNIVERSITY, CAMPUS NAME, STREET ADDRESS (OPTIONAL), CITY, STATE, DEGREE EARNED (SELECT ONE), MAJOR.

Attention Registrar

Please return a copy of this form with the transcript.

I hereby request and authorize you to forward my official transcript and this form to Kaplan University.

Please send the transcript to:

KAPLAN UNIVERSITY
OFFICE OF THE REGISTRAR
550 West Van Buren, 7th Floor
Chicago, IL 60607

Student's Signature (e-signature not accepted): Date:

Attention: Transcripts will not be accepted as official by Kaplan University for any of the following reasons: 1) stamped with "student copy," "issued to student," "unofficial copy," etc.; 2) received from the student; 3) registrar signature or seal missing; 4) student name incorrect or illegible; 5) illegible transcript.