



This order will result in a paper transcript, sent through the US Postal Service. We do not fax or email paper transcripts.

STUDENT NAME & ADDRESS

Please provide complete address

Maiden or Former Name(s)

Phone Number

Email Address

Birthdate

Nebraska University ID (NUID)

Enrolled in the current term at UNK?

Yes _____ No _____

If no, the last term you were enrolled at UNK/KSC

I authorize the release of my transcript to the above:

Signature _____

PAPER TRANSCRIPT REQUEST

Please print this form & mail, fax, or email to:

Office of University Registrar
University of Nebraska at Kearney
2504 9th Ave.

Kearney, NE 68849-1225

Fax: (308) 865-8484

*Email: unkregistrar@unk.edu

Phone: (308) 865-8527

***If submitting form by email** – please print this form, fill out completely (including signature), scan into a computer & create as an attachment in the email. **DO NOT include your Social Security Number if emailing**

SEND TRANSCRIPT TO (Postal Address):

Please provide complete address, including Individual Title and/or Department

Number of Transcripts Requested

Processing Instructions (Please Check)

- ___ Send Immediately As Is
- ___ Hold Until Current Grades are Recorded
- ___ Send After Degree is Recorded
- ___ Hold for Change of Grade
- ___ Will Pick Up in Registrar’s Office

PAPER TRANSCRIPTS ARE PROVIDED FREE OF CHARGE

We cannot process your request without your hand-written signature.

Date _____