



**Transcript Request**  
**For ordering official transcripts from schools other than BSU**

**Candidate:**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID Number \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_

**TO: Office of Records / Registrar of:**

School Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I am enclosing \$ \_\_\_\_\_ to cover the charge for this service

Please advise me of the charge for this service

**Instructions:**

**Please MAIL an official copy of my transcript to:**

Boise State University, Graduate Admission and Degree Services, MG-141, 1910 University Drive, Boise, ID 83725-1110

Transcripts must be in a sealed envelope and a transcript explanation key must accompany transcripts when available.

**Please FAX an official copy of my transcripts to Boise State University Graduate Admission and Degree Services at 208-426-2789.**

Transcripts must be faxed directly from the school

**Transcripts must be accompanied by a cover sheet that shows:**

- 1 Current date
- 2 Name of institution sending fax
- 3 Sender's name
- 4 Fax number and telephone number
- 5 Student's name and student ID# or SS#
- 6 Description of the document being faxed
- 7 Number of pages
- 8 Name of institution receiving fax (Boise State University Graduate Admissions)

**Transcripts must have:**

- 1 A fax header line showing: the institution and office name
- 2 The fax number of the office
- 3 The date & time of the fax transmission
- 4 The total number of pages.
- 5 A transcript explanation key when available.