



Fort Hays State University

Official Transcript Request

Registrar's Office, 600 Park Street, Hays, KS 67601

Phone: (785) 628-4222 Fax: (785) 628-4085



Your Personal Information:

Email Address

_____-_____-_____
Student ID OR Social Security No.

_____/_____/_____
Date of Birth

(_____)_____-_____
Daytime Phone No.

First Middle Maiden Last/Family

House No./Street City State Zip Country

Send ____ copies of my transcript to the address AND/OR fax below:

Name/Attention

Company

Address

City, State, Zip, Country

MARK ALL THAT APPLY:

- ☐ Send now
- ☐ Overnight (Physical Address Required, NO PO Boxes)
- ☐ Hold for semester grades
- ☐ Hold until degree is posted
- ☐ FHSU transcript
- ☐ Other transcript(s) _____

STUDENT SIGNATURE: _____ **DATE:** _____

Requests can be submitted by mail, fax, or hand delivery to the FHSU Registrar's Office.

FHSU is not responsible for undeliverable mail due to incomplete or incorrect addresses. Transcript requests filled out with incomplete information will be sent back to the requestor indicating the missing information.

Fees: Cash, Check, or Credit/Debit Card Accepted

Each student is allowed three free transcripts per semester while enrolled in the current semester.
Processing Fee \$5 per transcript

Additional Services: All mailing charges are in addition to the transcript processing fee charge.

Domestic (Within USA)

USPS (Regular Mail)	No additional charge
Fax Fee (USA Only)	\$5 per fax number
FedEx (Overnight)	\$15 per envelope

International

Airmail (Delivery Times Vary)	\$5 per envelope
Express (FedEx or UPS)	\$40 per envelope

Debit/Credit card information (if applicable): ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Card Number _____ Exp. Date ____/____

Card Code _____ Name as it appears on card _____