



Fort Hays State University Official Transcript Request

Registrar, 600 Park Street, Hays KS 67601
Phone: 785-628-4222 Fax: 785-628-4085



Your Personal Information:

Student ID or Social Sec. No. _____ / _____ / _____ E-mail Address _____
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/fax below.

Mark all that apply:

- Send Now
- Overnight (See Below for Charges)
- Hold for semester grades
- Hold until degree is posted
- Marymount College** transcript
- St. Mary of the Plains** transcript

STUDENT SIGNATURE: _____ **Date** _____

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.
Processing fee \$5 per transcript

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

Domestic (Within USA)

USPS (Regular Mail) No additional charge
Fax fee (USA only) \$5 per telephone number
FedEx (overnight) \$15 per envelope

International

Airmail (Delivery times may 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 ____/____