



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 _____