

# University of Arkansas Rich Mountain

1100 College Drive

Mena, AR 71953

Fax: 479-394-2760

Transcript Request Form

(can be faxed or mailed)

Vicki Sanders

Registrar's Assistant

**Transcripts of a student's record will be furnished only if all financial obligations to the College have been satisfied. If we cannot process your request, you will be contacted at the email address you give below. If you do not provide an email address, you will not be contacted.**

SS Number: \_\_\_\_\_

Student's Name: \_\_\_\_\_ ( \_\_\_\_\_ )  
  First                                Middle                                Last                                Maiden

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*All transcripts sent to high schools and colleges/universities in the state of Arkansas will be sent electronically to comply with Act 330. If you request your transcript sent to someone's attention or to a specific department (other than the Registrar's Office or Admissions), please contact that office and let them know it was sent electronically.*

Number of Transcripts Requested: \_\_\_\_\_

Send My Transcript To:

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Fax Number: \_\_\_\_\_

<p>When to Send Transcript:</p> <p><input type="checkbox"/> Immediately</p> <p><input type="checkbox"/> After grades are posted</p> <p><input type="checkbox"/> After degree has been posted</p>	<p>How to Send Transcript:</p> <p><input type="checkbox"/> Mail transcript</p> <p><input type="checkbox"/> Fax unofficial</p> <p><input type="checkbox"/> Student pick up</p>
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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Transcripts will be sent free of charge. Please allow 2 to 3 business days for processing.