

Unofficial Transcript Request Form for Former Students

Please mail this completed form along with a required self-addressed, stamped return envelope.

- **Former students** needing an unofficial transcript should use this mail-in form and include a self-addressed stamped return envelope.
- Former students may also obtain unofficial transcripts in person by stopping by the Registrar's Office in Pope John Paul II Center, Room 302, during regular business hours (M-F, 8-5; In June and July: M-Th, 8-5 and F 8-Noon).
- Please do not email this form.
- **Current students** may access their unofficial transcript for free from Colleague Self-Service in my.sf.edu.

Please print, complete, and mail this form with a self-addressed, stamped return envelope to the Registrar's Office:

University of Saint Francis, Attn: Registrar's Office (JP11 302), 2701 Spring Street, Fort Wayne, IN 46808

HOLDS: If you have a financial hold on your account, you may only obtain an unofficial copy of your transcript. Official copies will not be released until the hold has been lifted. For questions about a financial hold on your account, please contact the Business Office at **260-399-8004**. Transcripts are prepared by the Registrar's Office, which may be reached at **260.399.8061** or registrar@sf.edu.

A NOTE ABOUT OFFICIAL TRANSCRIPTS: Please go to Parchment.com to place your order for all official paper, digital, emailed, paper-mailed, or pick-up transcripts. Unofficial transcripts are not available through Parchment.com.

FORMER STUDENT INFORMATION (PLEASE PRINT CLEARLY)

In compliance with FERPA Act of 1974, written authorization from the former student is required to release an academic transcript.

Social Security Number or Student ID# (REQUIRED): _____ Birth Date: _____

First: _____ MI: ____ Last: _____ Other possible Last Names: _____

Current Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email address: _____

Attended: ☐ University of Saint Francis ☐ Lutheran College of Health Professions ☐ St. Joseph's Hosp School of Nursing
☐ Saint Francis College ☐ Lutheran Hospital School of Nursing ☐ Leffler Academy

Approximate Dates Attended: _____

I authorize the release of my unofficial academic transcripts.

Former Student Signature REQUIRED: _____ **Today's Date:** _____

REQUEST:

Number of UNOFFICIAL transcripts requested (Free): _____

Updated 7/2026