



Transcript Request Form

Non-University of Minnesota Study Abroad Participants

To ensure prompt processing, provide all information requested. Please notify the Learning Abroad Center if the address to which you want the transcript sent changes after your departure. (Please Print)

Last Name _____ First Name _____ Middle Name _____

Former Name _____

University of Minnesota Student ID Number _____ Date of Birth (MM/DD/YYYY) _____

As a participant on the (program) _____ (term/year) _____ through the Learning Abroad Center, I understand that my grades will be recorded on a University of Minnesota transcript unless my home institution has requested an exception. I hereby request that an official copy of my transcript or grade report be forwarded to the following individual or institution for recording on my home institution transcript, scholarship and financial aid requirement, or academic advising and graduation clearance.

I understand that it is my responsibility to provide the accurate address below in order for my transcript to be processed at my home institution. I understand that I will be responsible for the cost of additional copies if I do not provide an accurate address.

Send To

(Please Print)

Name of Office _____

Institution _____

Office Number and Building _____

Street Address _____

City, State, Zip _____

Student Signature (required) _____ Date _____

Please Note:

- The Learning Abroad Center will provide one official transcript per academic year to non-University of Minnesota students on Learning Abroad Center programs typically within 4–6 weeks of receiving your grades from your program.
- Your written signature is required to release your student record.
- Transcripts are not sent if you have any financial obligations to the University of Minnesota.
- Transcript requests are not held for missing grades or for the recording of degrees.
- Students will receive an official transcript, which will be signed and sealed. Many offices do not consider the transcript “official” if you open the envelope. It will be your responsibility and expense to request additional transcripts if required.

Learning Abroad Center

230 Heller Hall 271 19th Avenue South, Minneapolis, MN 55455
612.626.9000 • 888.700.UOFM • 612.626.8009 (fax) • UAbroad@umn.edu • www.UAbroad.umn.edu