

**Attention: Procedures For Obtaining Official Transcripts  
from the University of Colorado at Denver**

1. After completion and receipt of your course materials your instructor will submit your registration form and grade to UCD.
  
2. A letter verifying course completion can be obtained from the UCD Education Office approximately two weeks after grade submission. The phone number to call is 303-556-6030.
  
3. Official UCD transcripts are only available in accordance with the following timetable:
  - a. courses taken in the summer: available September 30
  - b. courses taken in the fall: available December 30
  - c. courses taken in the spring: available May 30

You may request a transcript from the Records Office (303-556-2389) or by going online at <http://www.cudenver.edu/registrar> where you can find instructions for printing a free student transcript.

4. **For students in need of an official transcript prior to the University timetable dates**, special accommodations can be made by calling 303-556-6030 or by e-mail: **Hilary.Bruce@cudenver.edu**  
Please be aware that there may be an additional charge for each special order.

For further clarification, call Colorado Consulting Services, Inc. at 303-393-1622.

# UNIVERSITY OF COLORADO AT DENVER TRANSCRIPT REQUEST FORM

Transcripts cannot be issued if financial holds exist.  
Please allow 3-7 working days for transcript processing.

Please mail transcript to:

Please print clearly.

Social Security/Student Number \_\_\_\_\_

Last Name \_\_\_\_\_

First Middle/Former Name \_\_\_\_\_

Current Street Address \_\_\_\_\_

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

Phone Birthdate \_\_\_\_\_

Last Date of Attendance \_\_\_\_\_

Student Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Any transcript received by a student will be stamped "ISSUED TO STUDENT." **NOTE:** Many institutions do not consider documents stamped "ISSUED TO STUDENT" to be official.

Before you request a transcript, please verify that any expected grade change has been made.

## Options for mailing transcripts:

- Mail as soon as possible.
- Hold and mail after end-of-term grades have been posted for current term.
- Hold and send after degree is recorded for current term.

## Options for picking up "ISSUED TO STUDENT" copies:

- Pick-up (ready for pick-up in 3-7 working days).  
Number of copies \_\_\_\_\_
- Pick-up SAME DAY for \$10 (1 copy only).
- Pick-up NEXT DAY for \$5 (per copy).  
Number of copies \_\_\_\_\_

**NOTE:** Pick-ups are purged after 30 days.

## Options on facsimile (fax) copies:

- Please fax (3-7 working days).
- Please fax SAME DAY for \$15.
- Please fax NEXT DAY for \$10.

**NOTE:** Many institutions do not consider facsimile copies to be official.

## Please return this completed form to:

University of Colorado at Denver  
Transcript Office  
Campus Box 167  
P. O. Box 173364  
Denver, CO 80217-3364

Fax (303) 556-4829

Name of Agency/Institution \_\_\_\_\_

Department \_\_\_\_\_

Attention: \_\_\_\_\_

Address \_\_\_\_\_

City State Zip Code \_\_\_\_\_

Number of copies \_\_\_\_\_

Please fax transcript to:

Name of Agency/Institute \_\_\_\_\_

Department \_\_\_\_\_

Attention: \_\_\_\_\_

Fax Phone Number \_\_\_\_\_