Cheyney University of Pennsylvania  
Office of the Registrar  
TRANSCRIPT REQUEST FORM

Last Name __________________________________________ First Name ___________________________ MI

Name under which you attended, if different from above: ___________________________________________

Social Security Number or Student Identification Number: ________________________________

Date of Birth ___________________ Currently Enrolled? ____________ Yes ____________ No

Graduation date or date last attended: Month/Year ____________ / ____________

Which type and quantity of transcripts are you requesting?  ☐ Official $12  ☐ Unofficial $ 6.00

Method of Delivery
☐ Free Regular Delivery
☐ Special Delivery Additional Charge:
☐ $ 24.70 – Priority Mail Express (transcripts only)
☐ $ 6.70 - Priority Mail (transcripts only)
☐ $ 12.00 - Same Day Pickup (transcripts only)
☐ REPLACEMENT DIPLOMA $24.00 each**

Transcript is being requested for:
_____ Transfer to another institution
_____ Employment
_____ Internship
_____ Scholarship
_____ Other; please specify ______________________________________________________

Please indicate when transcript(s) should be sent:
☐ HOLD until after all the semester grades are posted
☐ HOLD until after degree posting
☐ Send NOW (courses completed)

Your Address and Telephone Number:  Recipient’s/School’s Name and Complete Address:
____________________________________     ______________________________________
____________________________________     ______________________________________
____________________________________     ______________________________________

CHEYNEY UNIVERSITY DOES NOT ACCEPT PERSONAL CHECKS FOR THIS SERVICE.

This completed form may be faxed, mailed or emailed to the Office of the Registrar
Mailed requests should be accompanied by a money order or cashier’s check
** Please allow 4-6 weeks for the registrar’s office to receive replacement degrees prior to mailing

Address: Cheyney University of PA, Office of Registrar, 1837 University Circle, Cheyney PA 19319
Faxed requests: 610-399-2385  Emailed requests: registrar@cheyney.edu

Payments (made through the Bursar’s office):
  ➢ In person: Bursar Office (Cash, Credit or Bank Card, Certified Check and Money Order)
  ➢ By Mail: Certified Check or Money Order Only
  ➢ By Phone: Office of the Bursar 610-399-2232 or 610-399-2224

Note: Transcript requests can NOT be honored when a student has an outstanding balance or Hold.
Requests won’t be honored until both a written request and payment are received. Additional
processing time is required to access archived records of graduates and attendees prior to 1985.

____________________________________                    ____________________
Student Signature                       Date

revised 09/2018