

# Seton Hall University Enrollment Services

Official transcripts are released only to third parties (e.g., universities, businesses). Students may receive unofficial copies of their records. Seton Hall University reserves the right to withhold transcript services from individuals who have an outstanding financial obligation to the University. The first five transcripts per year are free; additional transcripts are \$3.00 each.

## Transcript Request

Current Name: \_\_\_\_\_  
LAST FIRST M.I.

Current Address: \_\_\_\_\_  
NUMBER STREET

\_\_\_\_\_  
CITY STATE ZIP

Telephone: ( ) \_\_\_\_\_ Former/Maiden Name: \_\_\_\_\_

SHU ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SEND TRANSCRIPTS TO: \_\_\_\_\_ No. of Copies: \_\_\_\_\_

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Undergraduate Studies: \_\_\_\_\_  
FROM TO DEGREE DEGREE DATE

Graduate Studies: : \_\_\_\_\_  
FROM TO DEGREE DEGREE DATE

Indicate conditions to be satisfied before records are sent; give specifics on reverse. Records will be sent "as is" unless otherwise requested.

- Hold for current semester grades (Semester \_\_\_\_\_)
- Hold for award of Degree
- Hold for change of Grade
- Other \_\_\_\_\_

Reason for request: \_\_\_\_\_

I authorize the release of my transcripts to the recipient indicated on this form:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE