

University of Arkansas Community College at Batesville Information Request Form

A 24 HOUR PROCESSING TIME IS REQUIRED! (48 HOURS DURING PEAK TIMES)
Transcripts are available at no charge, but students are limited to five transcripts per request.

Student ID# or SSN (last 4 digits only): _____ Birth Date: ____/____/____

Student Name: _____ Maiden/Other Names used: _____
 First MI Last

Current Address: _____
 P.O. Box/Street Address City State Zip Resident County

Email Address: _____ Current Phone Number: _____

Check the item(s) requested and indicate number of copies requested for each item:

Is this a name, address, or phone number change?

_____ Yes _____ No

Hold transcript and mail after **current semester FINAL GRADES** are posted?

_____ Yes _____ No

Please indicate delivery method:

_____ Mail _____ Fax _____ Pick Up

Check all that apply	Item Requested	Number of Copies
<input type="checkbox"/>	Official Transcript	_____
<input type="checkbox"/>	Unofficial Transcript	_____
<input type="checkbox"/>	Verification of Enrollment	_____
<input type="checkbox"/>	Immunization Record	_____
<input type="checkbox"/>	ASSET, COMPASS, or CAAP test scores (ACT scores <u>cannot</u> be copied)	_____

NOTE: Only unofficial transcripts can be faxed and may not be a secure method of delivery. Your signature on this form indicates you are giving permission to release your transcript to the specified third party.

Please provide mailing and/or fax information:

Mail to: _____

Fax to: _____

Fax Number: _____

Student Signature Required _____ **Date** _____

Only the student whose transcript is requested will be allowed to pick up transcript(s).

OFFICE USE ONLY:	
Date Mailed	_____
Date Picked Up	_____
Processed By	_____
Hold Status	_____
Req. Authorized Signature	_____
Non-Process Letter Sent	_____

Note: Upon receipt, transcripts and documents from other institutions are the property of UACCB. The student has the right to view the documents in his/her file; the University is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to UACCB for admission or transfer credit cannot be returned to the student or forwarded to other institutions.