

# University of Arkansas Community College at Batesville Information Request Form

**A 48 HOUR PROCESSING TIME IS REQUIRED!**

**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:

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 ACCUPLACER test scores <small>(ACT scores <u>cannot</u> be copied)</small>	_____

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

**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 information:

**Mail to:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

faxing, please provide fax information:

**Fax to:** \_\_\_\_\_  
**Fax Number:** \_\_\_\_\_

**Student Signature Required** \_\_\_\_\_ **Date** \_\_\_\_\_

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

<b>OFFICE USE ONLY:</b>	
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.  
 Revised: 9/23/2019