



**Office of Student Accounts**  
 2507 University Avenue  
 Des Moines, IA 50311-4505  
 Phone: (515) 271-2151  
 Fax: (515) 271-4004

As of June 1, 2001, Drake University will require payment for transcript service at the time a request is submitted. Payment can be made by credit card, check or cash. The charge is \$5.00 per document. The request should be submitted to Student Accounts via U.S. Mail, in person or by fax. Telephone requests will no longer be accepted.

**Mail to:** Transcripts; 2507 University Ave; Des Moines, IA 50311  
**In person:** 102 Old Main, Drake University  
**Fax to:** 515-271-4004

Faxed requests will only be accepted with appropriate credit card information.

**TRANSCRIPT REQUEST FORM**

(Processed in 3-5 working days)

**NAME** \_\_\_\_\_  
LAST FIRST MIDDLE

**FORMER NAMES** \_\_\_\_\_

**DRAKE ID# OR SOCIAL SECURITY NUMBER** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_\_

**LAST ATTENDED** \_\_\_\_\_ **GRAD DATE** \_\_\_\_\_ **DAYTIME PHONE ( )** \_\_\_\_\_

**DRAKE ACCEPTS THE FOLLOWING CREDIT CARDS: DISCOVER, MASTER CARD AND VISA.**

**CREDIT CARD INFO** \_\_\_\_\_  
CARDHOLDER NAME (AS IT APPEARS ON CARD)

\_\_\_\_\_ **MC / VISA / DISC**  
CARD NUMBER EXPIRES TYPE OF CARD (circle one)

**CURRENT ADDRESS** \_\_\_\_\_  
STREET ADDRESS

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

**SEND \_\_\_\_ TRANSCRIPTS TO THE FOLLOWING ADDRESS: (INCLUDE PERSON AND / OR DEPARTMENT)**

\_\_\_\_\_  
INSTITUTION OR COMPANY

\_\_\_\_\_  
PERSON AND / OR DEPARTMENT

\_\_\_\_\_  
STREET

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

**PLEASE CHECK BELOW FOR ANY SPECIAL REQUEST / HANDLING**

- PICK-UP AFTER 2:00 PM NEXT BUSINESS DAY** (Available if submitted before Noon CDT/CST)
- ATTACH ENCLOSURES**
- HOLD FOR CURRENT SEMESTER GRADES**
- HOLD UNTIL DEGREE IS RECORDED**
- UNIVERSITY SEAL ON OUTSIDE OF ENVELOPE**
- SEND OVERNIGHT EXPRESS** (Additional fee - \$25)  
(Cannot be sent to a Post Office Box)
- SEND OVERNIGHT EXPRESS SATURDAY SERVICE** (Additional fee - \$37.50)  
(Cannot be sent to a Post Office Box)
- FAX ( )** \_\_\_\_\_ (Additional fee - \$1)

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

**(OFFICE USE ONLY) HOLDS: NO \_\_\_\_ YES \_\_\_\_**