



Office of Student Accounts
2507 University Avenue
Des Moines, IA 50311-4505
Phone: (515) 271-3091
Fax: (515) 271-4004

Drake University requires payment for academic research at the time a request is submitted. Payment can be made by credit card, check or cash. The request should be submitted to Student Accounts via U.S. Mail, in person or by fax. E-mail requests must be sent to transcripts@drake.edu. E-mail and faxed requests will only be accepted with appropriate credit card information. Only MasterCard, Visa, or Discover are accepted.

Mail to: Office of Student Accounts; 2507 University Ave; Des Moines, IA 50311
In person: 102 Old Main, Drake University
Fax to: 515-271-4004

Use this form to request information prior to 1965 only.

REQUEST FOR ACADEMIC ARCHIVE INFORMATION

INFORMATION REQUESTED ABOUT:

NAME (LAST, FIRST, MIDDLE), FORMER NAME(S), DATE OF BIRTH, STUDENT ID NUMBER (or SSN), CITY OF BIRTH, LAST ATTENDED, GRAD DATE, DEGREE AWARDED

CREDIT CARD INFO

(ALL FIELDS REQUIRED) CARD NUMBER, EXPIRES, LAST 3 DIGITS ON BACK, CARDHOLDER NAME (AS IT APPEARS ON CARD), CIRCLE: VISA, MASTERCARD, DISCOVER, CARDHOLDER BILLING ADDRESS, CARDHOLDER PHONE NUMBER, CITY, STATE, ZIP CODE

REQUESTOR INFO

FULL NAME, STREET ADDRESS, CITY / STATE / ZIP CODE

SEND INFORMATION TO THE FOLLOWING ADDRESS: (INCLUDE PERSON AND / OR DEPARTMENT)

INSTITUTION OR COMPANY, DAYTIME PHONE NUMBER, PERSON AND / OR DEPARTMENT, STREET ADDRESS, CITY, STATE, ZIP CODE

ACADEMIC RESEARCH FEE TO BE PAID: \$ 25.00

DATE, SIGNATURE, (OFFICE USE ONLY) HOLDS: NO YES