



Cheyney University of Pennsylvania
Office of the Registrar
TRANSCRIPT REQUEST FORM
(or Replacement Diploma Request)

_____, _____, _____
Last Name First Name MI

Name under which you attended, if different from above: _____
Social Security Number **or** Student Identification Number: _____
Date of Birth _____ Currently Enrolled? _____ Yes _____ No
Graduation date or date last attended: Month/Year _____ / _____

Which type and quantity of transcripts are you requesting? **Official \$12** **Unofficial \$ 6.00**

Transcript Method of Delivery **Free - Regular Mail Delivery** (transcripts only)
Special Delivery Additional Charge: **\$ 25.50 - Priority Mail Express** (transcripts only)
 \$ 7.35 - Priority Mail (transcripts only)
 \$ 12.00 - Same Day Pickup (transcripts only)
 REPLACEMENT DIPLOMA \$24.00 each**

Transcript is being requested for:

_____ Transfer to another institution
_____ Employment
_____ Internship
_____ Scholarship
_____ Other; please specify _____

Please indicate **when** transcript(s) should be sent:

HOLD until after *all* the semester grades are posted HOLD until after degree posting
 Send NOW (courses completed)

Your Address and Telephone Number:

Recipient's Name / School and Complete Address

Address _____ Name/School _____
City/St/Zip _____ Address _____
Phone _____ City/St/Zip _____

This completed request form may be emailed, mailed or faxed to the Office of the Registrar
Mailed request forms should be accompanied by a money order or cashier's check
CHEYNEY UNIVERSITY DOES NOT ACCEPT PERSONAL CHECKS FOR THIS SERVICE
*** Please allow 4-6weeks for fulfillment of replacement diploma requests*

Mail to: Cheyney University of PA, Office of the Registrar, 1837 University Circle, Cheyney PA 19319-0200
Email to: registrar@cheyney.edu **Fax to:** 610-399-2118 **Phone:** Registrar's Office 610-399-2225

Payments (made through the Bursar's office):

- **In person:** Bursar's Office Harris Turner (Cash, Credit or Bank Card, Certified Check and Money Order)
- **By Phone:** Bursar's Office 610-399-2224
- **By Mail:** Certified Check or Money Order Only included with the request form (no personal checks)
- **Online:** <https://commerce.cashnet.com/cashneti/selfserve/BrowseCatalog.aspx>

Note: Transcript requests can NOT be honored when a student has an outstanding balance or Hold on their account. Requests won't be honored until both a written request and payment are received. Additional processing time may be required to access archived records of attendees and graduates prior to 1985, same day processing may not be an option for this group.

Student Signature

Date