Service Request Form for: Current Students

- Requests are generally processed within 5 - 7 business days after being received by Registrar Services; however, during certain times of year, processing may take longer.
- Requests from students with an outstanding balance or unfulfilled obligation to the University will not be processed.

### 1. Your Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>□ DMD □ DMSc □ MMSc □ Certificate Only</th>
</tr>
</thead>
</table>

Expected Graduation Year: ___________  
AGE Specialty: __________________________

### 2. Service Requested

<table>
<thead>
<tr>
<th>Official Transcript Qty: ___</th>
<th>Enrollment Letter Qty: ___</th>
<th>Form To Be Completed Qty: ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>(enrollment dates, program, &amp; academic standing)</td>
<td></td>
<td>(please fill out your portion of the form)</td>
</tr>
</tbody>
</table>

DMD Unofficial Transcript Qty: ___  
Other Letter/Request Qty: ___  
(please explain under Additional Information)

### 3. Delivery

- **Pickup** (you will receive email notification when ready)  
- **Mail** (standard USPS)  
- **Fax** (cannot fax official transcripts)

<table>
<thead>
<tr>
<th>Recipient Name</th>
<th>Company/Institution Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
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<td>Address</td>
<td>City</td>
<td>State</td>
<td>ZIP Code</td>
</tr>
</tbody>
</table>

3a. Additional Information: ________________________________________________

### 4. Signature

I authorize the release of my official transcript(s) and/or other requested information to the parties stated above:

X  
Signature: ___________  Date: ___________

OFFICE USE ONLY

DATE RECEIVED:  DATE COMPLETED: