

Boston University

Request for Transcript of Academic Record

Instructions:

1. Print all information with a ball point pen.
2. Print exact mailing address to which you want transcript(s) sent.
Use additional forms if necessary.
3. Payment is due in advance with request.
4. To assist us in releasing your complete transcript, list all Schools and Colleges attended at Boston University.
5. Allow 2 business days for your faxed request to be processed.
6. Allow 4-5 business days for your mail-in request to be processed.
7. Mail your request to: Boston University,
Office of the University Registrar, Transcript Department,
881 Commonwealth Avenue, Boston, MA 02215.
8. Fax your request to: 617-358-2171

Regulations governing issuance of transcripts:

1. Your transcript will not be released without payment, nor will it be released if you have not fulfilled your financial obligation to the University.
2. Request must be made in writing to ensure the confidential handling of your record.
3. All requests must be made in person require you to present a valid photo I.D.
4. Transcripts cost \$6 per copy. Check should be made payable to Boston University.
5. Only complete transcripts are released.