



# Transcript Request Form for Federal Express Shipping

**SAINT LOUIS  
UNIVERSITY**

In order to use this delivery method a valid FedEx Account Number must be entered on the form at the time it is submitted. Request Forms which do not contain a valid FedEx account number will not be processed.

Please refer to the instructions on page 2 of this form to create a FedEx account.

*Please check FedEx.com for shipping rates.*

Office of the  
University Registrar  
One Grand Blvd  
DuBourg Hall, Room 22  
Saint Louis, MO 63103

Phone (314) 977-2269  
Fax (314) 977-3447  
registrar@slu.edu

## Student Information

-----  
Banner ID # or SSN (If SSN, last 4 digits only)

-----  
Date of Birth

-----  
Print Student's Full Name (on line above)

-----  
Maiden/Other Name(s) Used

-----  
Day Time Phone

-----  
Dates of Attendance(s)

Hold for current grades

Hold for degree conferral

Fall

Fall

Spring

Spring

Summer

Summer

-----  
Year

-----  
Year

-----  
Your Address

-----  
City

-----  
State

-----  
Zip Code

-----  
Student Signature

-----  
Date

## Shipping Information

-----  
Sender's FedEx Acct #

Express Package Service (Please Check One) *Required*

Next Business Day:

2-3 Business Days:

FedEx First Overnight

FedEx 2Day A.M.

FedEx Priority Overnight

FedEx 2Day

FedEx Standard Overnight

FedEx Express Saver (3 day)

*Descriptions of Delivery Options on page 2 (back side of form)  
No Saturday deliveries*

Residential Delivery Signature Options (Please Check One) *Required*

No Signature Required  
(Fee applies)

Direct Signature (anyone)

Indirect Signature (neighbor)

-----  
Recipient Name

-----  
Phone Number

-----  
Company

-----  
Address

*No PO Boxes (undeliverable by FedEx)*

-----  
City

-----  
State

-----  
Zip Code

-----  
Number of Copies:

*Limit 5 per day*

## **Basic Transcript Information**

Student records are confidential and governed by the FERPA (Family Educational Rights and Privacy Act) law. Transcripts are issued only at the authorized request of the student or other parties whom are authorized by a signed FERPA consent. Transcript Requests will be processed when an authorized request is received in the Office of the Registrar. All written requests require the requestor's signature. Telephone and E-mail requests are not accepted.

Please allow 2 - 4 business days for processing.

A transcript is a complete copy of the student's academic record. Official transcripts bear the signature of the University Registrar. Transcripts mailed directly to the student are "Sealed" and bear a stamp indicating "Official Transcript Issued to student in a sealed envelope". Students who request their transcript in person can request it unsealed in which case the stamp will indicate "Official Transcript Issued to student". Despite the seal being present on the transcript many institutions will require transcripts be mailed directly from Saint Louis University to ensure their authenticity.

Transcripts may be faxed, mailed, or both per the request of the student. Please be aware the receiving fax machine may not be located in a secure area, thereby challenging the confidentiality of the record. A faxed copy, when received, will have "copy" numerous times imbedded on the copy received. The party receiving the faxed copy determines whether or not they will accept it as official.

Saint Louis University is unable to release transcripts received from other colleges or Universities. Transcripts from other institutions must be obtained from the originating institution.

## **Completing This Form**

- This form is used only if you are requesting transcripts to be sent using FedEx.
- Complete the left side on the form with your student information, your address (required for FedEx envelope), and your signature.
- Complete the right side of the form with the FedEx shipping information and the address of the recipient.
  - If you do not have a FedEx account please create one by visiting the following website or by calling 1-800-463-3339, you will need a valid credit card number to create the account.
  - <http://fedex.com/us/newcustomer/>
- Mail or Fax the completed form to the Office of the University Registrar.
  - Saint Louis University  
Office of the University Registrar, Attn: Transcripts  
One Grand Boulevard  
Saint Louis, MO 63103
  - Fax: (314) 977-3447

### *Additional Information*

- Please allow 2 to 4 business days to process upon receipt of your request.
- All transcripts sent via FedEx are placed in a FedEx drop box which is picked up daily at 7:30pm.
- Please remember FedEx will not deliver to P.O. Boxes.

## **FedEx Delivery Options**

- FedEx Standard Overnight—Next Business afternoon.\*
- FedEx First Overnight—Earliest next business morning delivery to select locations.\*
- FedEx Priority Overnight - Next business morning.\*
- FedEx 2Day A.M.—Second business morning (Thursday shipments will be delivered on Monday).
- FedEx 2Day—Second business afternoon (Thursday shipments will be delivered on Monday).
- FedEx Express Saver—Third business day.

\*FRIDAY shipments will be delivered on Monday.

SATURDAY Delivery NOT available - All descriptions taken from FedEx US Airbill form