

## Transcript Request

**Student Information:**

<b>Name</b>	
<b>Email</b>	

**Undergraduate (bachelor's)****Graduate (master's)****Select how you would like the transcript to be sent. (Please choose ONE.)**

- 1. Electronic format (secure PDF)**
- 2. Paper format by regular mail or to be picked up by student**
- 3. Paper format by express mail (Swiss Post TNT). *Payment required which can be made online at [www.fus.edu/online-payment/tuition-and-fees](http://www.fus.edu/online-payment/tuition-and-fees)***

**Recipient Information:**

<b>Name</b>	
<b>Address</b>	
<b>Email</b>	

**Send immediately****Send after grades have been posted****Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_**Note:**

- ❖ This request may be emailed to the Registrar's office at [registrar@fus.edu](mailto:registrar@fus.edu), delivered in person or sent by regular mail. Student's signature is **required**.
- ❖ Transcript will not be released if the student has an outstanding financial obligation to the University.