

Transcript Request

Student Information:

Name	
Email	

Undergraduate (bachelor's)

☐

Graduate (master's)

☐**Select how you would like the transcript to be sent:**☐**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 <https://www.fus.edu/online-payment/tuition-and-fees>*****Recipient Information:**

Name	
Address	
Email	

Send immediately

☐

Send after grades have been posted

☐

Student's Signature _____ Date _____

Note:

- ❖ This request may be sent to the Registrar's office via email, fax, or mail. Student's signature is required.
- ❖ Transcript will not be released if the student has an outstanding financial obligation to the University.