

**THE UNIVERSITY OF LOUISIANA AT MONROE**

**REQUEST FOR OFFICIAL TRANSCRIPT**

**TO: REGISTRAR'S OFFICE**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
Institution

\_\_\_\_\_  
City State Zip code

Please send an official copy of my transcript to:

The University of Louisiana at Monroe  
Division of Enrollment Management  
Office of Admissions  
Monroe, LA 71209-1115

I attended your institution under the name \_\_\_\_\_  
(Print full name)

I last attended your institution in \_\_\_\_\_  
(Semester) (Year)

For identification purposes, my date of birth is \_\_\_\_\_

and my social security number is \_\_\_\_\_

**TRANSCRIPT SHOULD BE SENT AFTER FINAL GRADES ARE RECORDED.**

Sincerely,

\_\_\_\_\_  
Signature (IMPORTANT)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip code

**NOTE TO STUDENT:** Most colleges and universities require advance payment for transcripts. Contact them for appropriate amount and attach payment to this request.

**NOTE:** Official transcripts are required for admission to The University of Louisiana at Monroe. The transcript goes from the sending institution to ULM and does not pass through the student's hands.

**NOTE:** OFFICIAL transcripts are required from each institution attended, regardless if the credits appear on another school's transcript.