

Students can request copies of educational documents from their file for **\$0.25 per document**.

- Requested copies are stamped unofficial.
- Transcripts from other schools (high school or college) will not be duplicated.
- Only documents allowed by the Family Educational Rights and Privacy Act will be released.
- Document copying requests will be processed as time permits.

Please complete the following information. Payment required at the time of the request.

STUDENT'S NAME _____			
LAST	FIRST	MIDDLE	
UA ID # _____			

CURRENT MAILING ADDRESS			

EMAIL _____			
STREET & NO. _____		DAY PHONE NUMBER _____	
CITY _____	STATE _____	ZIP _____	CELL PHONE NUMBER _____

Please indicate the name used, if you have attended under another name:

Are you currently enrolled at UAF? Yes No

If not, when were you last enrolled? _____

I hereby request copies of the following documents from my student file:

Student's Signature	Date
PICTURE ID IS REQUIRED WITH THIS FORM If mailed or faxed, an enlarged photocopy of ID with a signature is required	Verified by _____ Date _____
REGISTRAR'S OFFICE	Processed by _____ Date _____

RECEIVED
Office use only