

# Duke University

## Transcript Request Form\* - Email

This request form may be completed only by those students who were in attendance or graduated in the year 2000 or later. This form should be filled out online and printed while the completed form is still on your monitor screen. After filling out the form on-line click on the "PRINT FORM" button at the bottom of this page.

***This form must then be signed***, and submitted to the Office of the University Registrar by mail, fax, in person, or scanned and emailed, using the contact information at the bottom of this form. **The Office of the University Registrar does not charge a transcript processing fee.**

Your full name at the time of attendance:

Your Current Mailing Address  
(including current name if different from  
above):

Your email address:

Your daytime phone #:

Dates of Attendance (if not known, please approximate):

Student ID number *or* Duke Unique ID#, if known :

Duke School(s) Attended\* (e.g. Trinity, Law):

Degree(s) Awarded:

**Your signature (*required*):** \_\_\_\_\_

Date:

Recipient name and e-mail address only;  
please list only **one recipient per form**

(note: transcripts (pdf format) can be sent only for  
students who attended in the year 2000 or later):

If you want us to delay sending your transcript(s), please check the reason:

☐ Please wait until my degree has been posted.

☐ Please wait until my grades have been posted for this term.

### Mailing address:

Office of the University Registrar

Box 90754

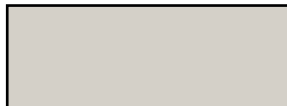
Durham, NC 27708-0754

FAX: (919) 684-4500

e-mail: [registrar@duke.edu](mailto:registrar@duke.edu)

Web site: [www.registrar.duke.edu](http://www.registrar.duke.edu)

Phone: (919) 684-2813



### Physical address:

Office of the University Registrar

Duke University

114 S. Buchanan Blvd., Room A289

Smith Warehouse, Bay 9

Durham, NC 27708

\* This form can be used for all Duke University transcripts *except* those issued by the School of Medicine. To obtain School of Medicine transcripts, including transcripts for the careers of MD, PA, DPT, or Allied Health, see [www.medschool.duke.edu/modules/som\\_registrar/index.php?id=1](http://www.medschool.duke.edu/modules/som_registrar/index.php?id=1).