

# BYU Independent Study

## High School Transcript Request Form

This form is an interactive PDF form. This means you may complete this form online, but you must print it off and sign it before submitting. **We CANNOT process this form without your signature.**

**Note:** This form is for Independent Study **High School** level courses only. Transcripts for University level courses completed through Independent Study need to be ordered through BYU Records Office. Their form is available at <http://saas.byu.edu/registrar/records/transcriptform.pdf>.

### STEP 1: YOUR INFORMATION

Current Name (Last, First, Middle)		All Other Names Used		Student ID # / SSN	
Current Street Address (indicate if change of address)			City	State	Zip Code
Phone Number	Email Address			High School Transcript Program( if applicable) <input type="radio"/> Standard <input type="radio"/> Advanced <input type="radio"/> Adult <input type="radio"/> N/A	
A confirmation email will be sent to this address once the request has been processed.					

### STEP 2: DESTINATION ADDRESS

Mail ____ (# of copies) to address: <input type="checkbox"/> Express (additional fee required) <input type="checkbox"/> Check here if you would like these sealed in separate envelopes.	Special Request
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Mail ____ (# of copies) to address: <input type="checkbox"/> Express (additional fee required) <input type="checkbox"/> Check here if you would like these sealed in separate envelopes.	Special Request

Fax # (if transcript is to be faxed): \_\_\_\_\_ Attn: \_\_\_\_\_  
Note: Not all institutions accept faxed transcripts. Faxed transcripts are difficult to read and are unofficial. International transcript requests will be sent via mail and cannot be faxed.

### STEP 3: SIGN

Signature: (Required)	Date:	Send Transcript Request to: BYU Independent Study 120 MORC Provo, UT 84602-0300 <b>Fax: (801) 422-8501</b>
<b>Transcript requests may take up to 3 business days for processing. There is a \$5 fee per transcript, a \$10 fee per faxed transcript, and a \$20 fee for every envelope expressed to a specific destination. Overnight requests that are processed before 12:00pm MT will go out that same day. Please make sure that a final grade has posted on the course(s) in question prior to requesting your transcript.</b>		

### STEP 4: PAYMENT

Your credit card information will be destroyed once the request has been processed.

If paying by check, make payable to <b>BYU Independent Study.</b>	Credit Card Number	<input type="radio"/> Visa	<input type="radio"/> MasterCard
		<input type="radio"/> Discover	<input type="radio"/> American Express
	Cardholder's Signature Authorizing Charge		
	Exp. Date	Security Code	