

**ATTENTION:** If you attended the **ASU Technical Center** at **Marked Tree** or **Jonesboro** between **July 2002** and **June 2008**, please request your transcript from **ASTATE**. Contact **ASTATE** ([www.astate.edu](http://www.astate.edu))



7648 Victory Blvd / Newport, AR 72112  
Email: [susan\\_clay@asun.edu](mailto:susan_clay@asun.edu)

As a **LAST** resort you may fax to: (870) 512-7825. **Confirm** receipt via email or phone.

### Transcript & Records Request

**ID/SSN:** \_\_\_\_\_ **Telephone:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_  
\*\*\*Must have ID/SSN to process request\*\*\*

LAST NAME	FIRST NAME	MIDDLE

  

ADDRESS	CITY	STATE	ZIP

Maiden Name / Other names used at ASUN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Please check ALL that apply:**

- I currently attend ASUN
- I **last** attended ASUN (approximate semester if unsure) \_\_\_\_\_
- I attended the **ASU Technical Center** at **Marked Tree** or **Jonesboro** between **July 2002 & June 2008**
- I attended the **Delta Vocational Technical School/Delta Technical Institute** between **1967** and **2001**

**Please check ALL that apply:**

- Send \*official transcript now. How many copies? \_\_\_\_\_
- Send \*official transcript after latest grades have posted
- Send \*official transcript after degree posts to my transcript  
Degree you will earn \_\_\_\_\_ / Term you will complete degree \_\_\_\_\_
- Send immunization record [if on file]
- Send test scores on file [if on file]

*\*Official transcripts are sent to most schools located in Arkansas electronically, via a secure server. Official transcripts are mailed to out-of-state institutions; potential employers; or any complete private address listed below. Transcripts are considered official when they are received electronically via a secure server or printed on secure transcript paper with school seal and registrar's signature, provided they arrive in a sealed envelope.\**

**Please send \*official transcript(s) to the following (provide complete institution name or complete address):**

**Recipient #1**

**Recipient #2**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**