Document Request Form

To obtain a copy of your unofficial transcript, or other documents in your file, please scan to a PDF and email (lawosa@indiana.edu) or fax (812-856-9163) this form to The Office of the Recorder.

Please allow 24-48 hours for requests to be processed. There is no charge for this service.

Name while attending IU: _______________________________________________________________

(last) (first) (middle)

Current name (if different from above): ____________________________________________________

(last) (first) (middle)

Current address: ________________________________
_________________________________________ Year of Graduation: _______________
_________________________________________
_________________________________________

Document(s) requested: _________________________________________________________________

Please indicate how document should be sent:

Hard copy via US mail _____ Scanned PDF via email _____
Picked up by requestor _____

Full name and (email) address of the person or institution to which the document is to be sent:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Requestor Signature: ____________________________ Date: _____________

Office use
Date processed: ___________