



DALLAS INTERNATIONAL UNIVERSITY

TRANSCRIPT REQUEST FORM

Student's signature and payment of the required fee (if applicable) are necessary to complete a transcript request. Students with an encumbrance will not be issued a transcript until the encumbrance is removed. NO 'OFFICIAL' TRANSCRIPT MAY BE SENT BY EMAIL.

Please print:

(First) (Middle) (Last) (Former name-if applicable)

Current Address: _____

City, State, Zip: _____

Phone Number: _____ Email: _____

Date of birth – OR – Dallas Int'l Student I.D. #: _____

<p>Please indicate your preference:</p> <p>_____ (# of copies) Official copy (\$15 first copy/\$5 additional copies in the same order)</p> <p>_____ (# of copies) Unofficial copy (no charge)</p> <p>Pay by cash, check, or electronic payment through the website via PayPal. Make check payable to: <i>Dallas Int'l University.</i></p>

<p>Please indicate your preference:</p> <p>Send now Hold for pick up Hold for final grades or degree Other: _____</p>
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Purpose of transcript request:

College/Graduate School Scholarship Application Employment/Ministry Other

Send transcript(s) to: *(Please print the name, agency, or organization and any necessary address information.)*

- (1) _____
- (2) _____
- (3) _____
- (4) _____

Digital Signature (required): _____

Send requests to: Dallas International University, Office of the Registrar, 7500 W. Camp Wisdom Road, Dallas, TX 75236, or e-mail to registrar@diu.edu.