



# 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. #: \_\_\_\_\_

Please indicate your preference:

\_\_\_\_\_ (# of copies) Official copy (\$10 first copy/\$5 additional copies in the same order)

\_\_\_\_\_ (# of copies) Unofficial copy (no charge)

Pay by cash, check, or electronic payment through the website via PayPal. Make check payable to: *Dallas Int'l University.*

Please indicate your preference:

Send now      Hold for pick up      Hold for final grades or degree      Other: \_\_\_\_\_

**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](mailto:registrar@diu.edu), or Fax to 972-708-7396.