



MEMO

To: Interested Parties
From: Selma University, Registration and Records
Date: January 13, 2014
Re: Transcript requests

Message:

ORDERING TRANSCRIPTS DIRECTLY FROM SELMA UNIVERSITY

Students may request an official transcript in person, through the mail, by fax, or by a 3rd party.

If coming in person, the requestor will be required to provide a photo ID, \$10.00 per transcript and complete a form in our office. (Student copies and Official copies are \$10)

Students requesting a transcript by mail should obtain the transcript request form from the registrar's office complete, sign, and mail the completed form to the address provided. If necessary, a student may send a letter which includes her/his full name (including maiden name), student identification number, address where the transcript is to be mailed, \$10.00 per transcript, and the student requestor's signature.

If requesting a transcript by fax, include the above information along with your credit card information, the fax number where the transcript is to be faxed and the person's name to receive the fax. Faxed transcripts are considered unofficial and must be followed by an official copy through the mail if being sent to an educational institution. Faxed transcripts are \$5.00 plus \$10.00 for the official copy.

3rd Party transcripts will be mailed or faxed per students' requests; there are no pickups on 3rd party requests.

Fees can be paid by cash, check, money order, or credit card (Visa, MasterCard, Discover). If paying by credit card, please provide the card number, expiration date, and the name of the card holder.

Transcript request form and all other correspondence should be addressed to:

Selma University
Office of the Registrar
Attn: Transcripts
1501 Lapsley St
Selma, AL. 36701
Telephone: 334.872.2533
Fax: 334.875.0002

NEW ELECTRONIC TRANSCRIPT TRANSMISSION/DELIVERY OPTION

LOG IN TO: iwantmytranscripts.com

In addition to mailing, faxing, or using a third party to pick up a transcript in the Registrar's Office, students now have the option to send her/his official transcript electronically. OneTime™, a service provided by SCRIP-SAFE International, enables Selma University to deliver transcripts in a safe, secure, and efficient manner to student designated recipients such as Universities/Colleges not part of the SCRIP-SAFE network, employers, etc.

Students interested in using this transcript transmission/delivery option, should complete the transcript request form by selecting the Electronic option. Please provide the contact name, contact telephone number, and the contact email address of the individual responsible for receiving the student transcript.

Students can expect the following service as part of the process:

- Students will receive an email notification indicating the delivery of the student's official academic transcript to the student designated recipient.
- Once the student designated recipient receives the official academic transcript, the student request will receive a second notification regarding the delivery of the transcript.