

REQUEST FOR OFFICIAL COPIES OF HIGH SCHOOL, COLLEGE OR UNIVERSITY TRANSCRIPT

IUPUI

This form is provided for your convenience for you to mail to your high school, college and/or university to request transcript(s). These transcripts are necessary to complete your application for admission to IUPUI. You must authorize the release of these transcripts to this office. **Fill out one request for each school you attended.**

PRINT WITH BLACK INK OR TYPE-DO NOT USE PENCIL

To Be Completed by Applicant

Name: _____
Last Name First Name Middle Name

Other names on transcripts: _____
(maiden name or name change)

Student or Social Security Number: _____ - _____ - _____

Date of Birth: _____ - _____ - _____
Month Day Year

Dates attended school: From: _____ To: _____
month/year month/year

Home Phone: () _____ **Work/Alternate Phone:** () _____

E-mail address: _____

Current address: _____

City _____ **State** _____ **Zip** _____

I hereby request that _____
(name of high school, college or university attended)

Send my transcript to: Indiana University – Purdue University Indianapolis (IUPUI)
Undergraduate Admissions Office
425 University Blvd., CA147
Indianapolis, IN 46202-5143

Signature of requesting student

Date

Please Note: Most Colleges and Universities and some High Schools require a fee (typically between \$1.00 and \$6.00) in addition to a written release for your transcript. You might wish to contact them prior to sending this written release to inquire about the cost.

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Selected Indiana College and University Registrar Offices

You should be able to locate an address for your previous institution at your local library. Some sources include: *Peterson's Guide to Four Year Colleges*, *The College Handbook*, and *Barron's Profiles of American Colleges*. Below is a list of contacts for most Indiana colleges.

Anderson University

Office of the Registrar
1100 E. Fifth Street
Anderson, IN 46012 – 3495
(765) 641 – 4169
Fax (765) 641 – 3015

Ball State University

Office of the Registrar
Muncie, IN 47306 – 0855
(765) 285 – 1970
Fax (765) 285 – 8765

Butler University

Registration and Records
4600 Sunset Avenue
Indianapolis, IN 46208
(317) 940 – 9203
Fax (317) 940 – 6539

Depauw University

Office of the Registrar
PO Box 37
Greencastle, IN 46135 – 0037
(765) 658 – 4141
Fax (765) 658 – 4139

Earlham College

Office of the Registrar, Drawer 34
801 National Road West
Richmond, IN 47374 – 4095
(765) 983 – 1515
Fax (765) 983 – 1374

Franklin College

Office of Academic Records
101 Branigin Blvd.
Franklin, IN 46131 – 2623
(317) 738 – 8018
Fax (317) 738 – 8022

Hanover College

Office of the Registrar
P O Box 108
Hanover, IN 47243 – 0108
(812) 866 – 7051
Fax (812) 866 – 7054

Indiana State University

Office of Registration & Records
200 N. 7th Street
Terre Haute, IN 47809
(812) 237 – 2020
Fax (812) 237 – 8039

Ivy Tech Community College

Office of the Registrar
50 W. Fall Creek Parkway
Indianapolis, IN 46208 – 5752
(317) 921 – 4823
Fax (317) 921 – 4846

Manchester College

Office of the Registrar
604 E. College Avenue
N. Manchester, IN 46962 – 0365
(260) 982 – 5234
Fax (260) 982 – 5451

Marian College

Office of the Registrar
3200 Cold Spring Road
Indianapolis, IN 46222 – 1997
(317) 955 – 6050
Fax (317) 955 – 6575

Martin University

Office of the Registrar
2171 Avondale Place
Indianapolis, IN 46218
(317) 543 – 3617
Fax (317) 543 – 4790

Purdue University

Office of the Registrar
Hovde Hall 610 Purdue Mall
West Lafayette, IN 47907 – 2040
(765) 494 – 8581
Fax (765) 494 – 0570

Saint Mary-of-the-Woods College

Office of the Registrar
Guerin Hall 203
Saint Mary-of-the-Woods, IN 47876
(812) 535 – 5269
Fax (812) 535 – 5005

Taylor University

Office of the Registrar
236 W. Reade Avenue
Upland, IN 46989 – 1001
(765) 998 – 5193
Fax (765) 998 – 4791

University of Evansville

Office of the Registrar
1800 Lincoln Avenue
Evansville, IN 47722
(812) 488 – 2600
Fax (812) 488 – 2609

University of Indianapolis

Office of the Registrar
1400 E. Hanna Avenue
Indianapolis, IN 46227 – 3697
(317) 788 – 3219
Fax (317) 788 – 3254

University of Notre Dame

Office of the Registrar, Transcript Clerk
105 Main Building
Notre Dame, IN 46556 – 1221
(574) 631 – 7043
Fax (574) 631 – 5872

University of Southern Indiana

Office of the Registrar
8600 University Boulevard
Evansville, IN 47712
(812) 464 – 1762
Fax (812) 464 – 1911

Valparaiso University

Office of the Registrar
1700 Chapel Drive
Valparaiso, IN 46383 – 6493
(219) 464 – 5212
Fax (219) 464 – 5381

Vincennes University

Records Office
1002 N. First Street
Vincennes, IN 47591 – 9986
(812) 888 – 4220
Fax (812) 888 – 4380

Wabash College

Office of the Registrar
PO Box 352
Crawfordsville, IN 47933
(765) 361 – 6416
Fax (765) 361 – 6432

Other Contacts

For more information about taking the GED
or to schedule the test:

GED Testing Office

Div. of Adult Education, JED Records
151 W. Ohio St., Indianapolis, IN 46204-2798
(317) 232-0522
Fax (317) 233-0859

SAT

PO Box 8057, Mt. Vernon, IL 62864
(866) 756-7346
www.collegeboard.com

ACT

PO Box 451, Iowa City, IA 52243-0451
(319) 337-1313
www.act.org