University of Nevada, Reno
Admissions & Records/120
Reno, NV 89557-0120

Transcript Request Form

Please print in blue or black ink only; No pencil

Fax 775-784-4283

Name: _____
Last *First* *Middle* *Former*

Birthdate: _____

ID NO.: _____

Dates of Attendance: _____

Current Phone Number: _____

Transcript Processing Instructions
Select one option ONLY

- ☐ Send now
- ☐ Send after degree posted
- ☐ Send after grades posted
- ☐ Send after change of grade in: _____
- ☐ Hold for pick-up

(If requesting more than 3 copies, please allow 3 business days for processing.)

Signature: _____ Date: _____
Must be signed prior to processing.

Allow 3 to 5 working days for processing.
This time may be increased for peak periods such as Registration, Final Grade Posting and Commencement
Transcripts are not issued for individuals with outstanding fee obligations to the University of Nevada, Reno.

Number of Copies: _____
Send transcripts to:
Complete address must fit in the box below. Please write legibly as this box will appear in a window envelope.