



# Chancellor University

## OFFICIAL TRANSCRIPT REQUEST FORM

Official transcripts are issued by the Office of Academic Records.\*\*  
Chancellor University will only release Official transcripts with the signed consent of the student. There is a small fee for normal processing; additional fees apply for a fax or "Rush" request.

**\*\*Official transcripts will not be issued if the student has an outstanding financial obligation to the University, or if a "hold" has been placed on the student's record for another authorized reason. The same holds true for unofficial transcripts on the CUE system.**

Please follow the guidelines below in order to help us process your transcript request.

### Directions:

- Step 1.** Print out the form on the second page of this document
- Step 2.** Fill out the form completely.
- Step 3.** Sign the form.
- Step 4.** Return form(s) to Chancellor University's Office of Academic Records using the contact information below.

### Standard Processing Option

Transcripts are normally processed within 7-10 business days. Extra time should be allowed for requests submitted during peak periods, such as during registration, graduation, or at the end of a term. Students who have not attended the University for a number of years should allow extra time as well because their records may be archived.

### Rush Processing Option

Rush Option Transcripts are processed within two business days upon approval of the request. This option may not be available for all requests or during peak business periods. Files that have been archived, are located off campus, or are not in the system, may not be eligible for the option.

The Rush Option is not automatic; the request must be approved by a representative of the Office of Academic Records. Most students may access an "unofficial" report of their record by using the University's online CUE system. If you attended Chancellor after 1990, to set up a CUE account go to <http://mac.chancelloru.edu/>.

A transcript request can be submitted:

- In person
- By U. S. mail
- By FAX (include a credit card number, type of card, security code on the back of the card, and expiration date for fee payment). A signature is also required
- By email as long as the email is sent by the student from their Chancellor University account.

### Chancellor University Office of Academic Records Contact Information:

Mon - Fri 8:00am - 5:00pm (Eastern Standard Time Zone)

#### Address:

3921 Chester Avenue  
Cleveland, OH 44114

#### Phone:

Within the US: Toll Free 888-316-9377  
Office of Academic Records Phone line 216-361-2720

**Fax:** 1-216-361-2732

**Email:** [academicrecords@chancelloru.edu](mailto:academicrecords@chancelloru.edu)



# Transcript Request

Chancellor University  
 3921 Chester Avenue  
 Cleveland, OH 44114  
 Phone (216) 361-2720  
 Fax (216) 361-2732

<b>Student I.D. #</b>	- -		<b>Please print and complete all information.</b>	
<b>Last Name</b>		<b>Former Name(s)</b>		
<b>First Name</b>				
<b>Middle Name</b>		<b>Date of Birth (mm – dd – yy)</b>	- -	
<b>Current Address</b>		<b>Daytime Phone</b>	( ) -	
<b>City, ST Zip</b>		<b>Dates of Attendance (mm – yy to mm – yy)</b>	<b>From</b>	-
			<b>To</b>	-
I authorize Chancellor University to release my transcript(s) to the address listed below.  Student Signature (required) _____ Date (mm – dd – yy) _____ <b>Note:</b> Transcripts will not be released if there is a financial hold.		<b>Are you currently attending?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<b>Did you graduate?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<b>Did you take Master's courses?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<b>Did you take Real Estate classes?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Transcript Request Instructions (A separate request form is required for each address.)</b>				
<b>Number of transcripts requested:</b>		<input type="checkbox"/> Release immediately <input type="checkbox"/> Delay issuing of transcript(s) until: <input type="checkbox"/> Posting of current term grades <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer <input type="checkbox"/> Degree Posted <input type="checkbox"/> Posting of grade revision <b>Course #          Term Taken</b>		
<b>Transcript Fee: (\$6/copy) x (# of transcripts)</b>	\$ .			
<b>Additional Fee for Fax: (\$3/copy) x (# of transcripts)</b>	( ) -			
<b>RUSH OPTION</b> Additional fee of <b>\$40</b>	<input type="checkbox"/> Yes	<b>RUSH OPTION</b> – This option may not be available for all requests or during peak business periods. Files that have been archived, are located off campus, or are not in the system may not be eligible for the option. The Rush Option is not automatic; the request must be approved by a representative in the Academic Records Office. Upon approval, the request will be processed in two business days.		
<b>Academic Records Office Use</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied				
Date: - - By				
<b>Credit Card or Debit Payment</b>				
<b>Card Number</b>		<b>Card Type</b>	<b>Authorization</b>	
<b>Expiration Date (mm – yy)</b>	-	<b>Security Code</b>	<b>Total</b>	\$ .
<b>Business Office Use Only</b>	<b>Amount Paid</b>	<b>Date</b>	<b>Received By</b>	
<b>Registrar Office Use Only</b>	<b>Date Received</b>	<b>Processed By</b>	<b>Date Sent</b>	
<b>Send to</b>				
<b>Attention</b>				
<b>Organization</b>				
<b>Address</b>				
<b>City, State Zip</b>				