



BOISE STATE UNIVERSITY

Transcript Request Form

To be used by the student applying for admission to Boise State University. Send to each college and university you attended and/or high school (if needed) from which you graduated. Contact each school to learn more about their transcript request policy. Some schools will not fax official transcripts or require a different request form.

Attention: Office of Records/Registrar _____
Name of high school, college or university

From:

Student's Name (printed)	SSN or Student Number	Date of Birth	
Address (printed)	City	State	Zip Code
Other Names Used (printed)		Date(s) of Attendance	

I would like to request that an official copy of my academic transcript be sent:

via Mail to: Boise State University *Or via Fax to:* (208) 426-3765
 Admissions Office
 1910 University Drive
 Boise, ID 83725-1320

I am enclosing \$ _____ to cover the charge for this service.

Student's Signature _____ Date _____

A transcript becomes unofficial if opened by the student.

To the Office of Records/Registrar

Boise State University will accept mailed and faxed transcripts as official provided they meet these guidelines:

Mailed Transcript: Received in sealed envelope. Sent directly from your school.

Faxed Transcript:

- a. Sent directly to the Admissions Office from your school.
- b. Transcript must be considered official by your office.
- c. Has a fax header line showing the school and office name, fax number, date and time of the transmission, and the number of pages.
- d. Must be accompanied by a cover sheet that shows:

• Current date	• Student's ID or social security number
• Name of institution sending fax	• Description of the document being faxed
• Sender's name, fax number, and phone number	• Number of pages
• Student's name	• Name of institution receiving fax

A transcript explanation key should accompany official transcripts if available.

If you have questions about how to send transcripts to the Boise State University Admissions Office, call (208) 426-1156 or 1-800-824-7017.