

# 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.

Request for Official Copies of High School, College or University Transcript

## 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](http://www.collegeboard.com)

**ACT**  
PO Box 451, Iowa City, IA 52243-0451  
(319) 337-1313  
[www.act.org](http://www.act.org)