



## Request for Official Transcript

**TO: REGISTRAR'S OFFICE**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institution Name

\_\_\_\_\_  
City/State/Zip

Please send an official copy of my transcript to:

The University of Louisiana Monroe  
Office of Admissions  
700 University Avenue  
Monroe, LA 71209

Electronic versions can be sent to: **docman@ulm.edu**

I attended your institution under the name of: \_\_\_\_\_  
Print Full Name

I last attended your institution in: \_\_\_\_\_  
Semester and Year

For identification purposes, my date of birth is: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and my SSN is \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(mm/dd/yyyy)

**TRANSCRIPT SHOULD BE SENT AFTER FINAL GRADE RECEIVED**

Sincerely,

\_\_\_\_\_  
Signature (Required)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
City/State/Zip

**Note to student:** Official transcripts are required from EACH institution attended for admission to the University of Louisiana Monroe (ULM) — regardless if credits appear on another institution's transcripts. The transcript goes from the sending institution to ULM and not to the student. Higher Education institutions may require a fee, payable in advance, for transcripts. Contact the applicable institution for payment method and procedures.