



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.