



Request for Meritus Transcript

Mail Request to: University of Phoenix
Attn: Transcript Dept (Meritus)
4025 S. Riverpoint Parkway, MS: CF-L201
Phoenix, AZ 85040
Or Fax Requests to (480) 643-1041

Student IRN: _____

Name: _____

Home Address: _____

Former Name(s): _____

Daytime Phone: _____

Birth date: _____

Mail

Number of Transcripts Requested: _____

Attn: _____

Address: _____

Student email: _____

Mail

Number of Transcripts Requested: _____

Attn: _____

Address: _____

Student email: _____

Mail

Number of Transcripts Requested: _____

Attn: _____

Address: _____

Student email: _____

Apostille Authorization

Number of Transcripts Requested: _____

Attn: _____

Address: _____

*An Apostille request must be initiated through the USSC prior to use of this authorization.

x

Student Signature (Required)

Date (Required)

Illegible requests will not be processed. There is no charge for transcripts sent by regular mail. A shipping fee may apply if expedited delivery is requested. A confirmation will be sent to your email address indicated above advising that your transcript order is being processed. If you do not receive a confirmation email within 48 hours of faxing in this form, please re-fax your form to the number indicated above. **If further assistance is needed, please contact the University Services Support Center at 1 (506) 443-8400 or by email at ussc@phoenix.edu.** The Registrar's Office produces only official transcripts. Requests are normally processed within 48 hours of order receipt. Please allow 7-10 days for delivery for these requests.