



Transcript Request Form

Please complete and return to the Registrar's Office:
Mail to: Registrar's Office, Bradley University, 1501 W. Bradley Ave., Peoria, IL 61625
Fax: 309-677-2715 - Please follow up with phone call 309-677-3375
Email: transcripts@bradley.edu

Name: _____
First Middle Last

Name(s) when enrolled (if different from above): _____

Student ID or SSN: _____ Date of Birth: _____

Current Address: _____
Street City State Zip Code

Phone number and/or email: _____

Reason for Request (Please Circle):

- Summer/Concurrent Enrollment
- Transfer
- Employment
- Licensure/Certification
- Grad School
- Scholarship Application
- Personal Use
- Other: _____

Signature: _____ Date: _____

Request cannot be processed without a handwritten, pen-to-paper signature

- Mailed or available for pick-up in the Registrar's Office within 3 business days – \$7.00 per copy
- Same day processing for mailed or immediate pick-up - \$7.00 per copy + \$8.00 expedited charge
- Fed Ex Overnight - \$7.00 per copy + \$55 FedEx shipping charge (additional charges possible for international shipments, you will be notified before charged) – **Fed Ex orders must be received by 12:00 p.m. CST**

For electronic delivery please scan the QR code to request to send your transcript electronically
Or visit: www.parchment.com/u/registration/32785/account



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Payment Method:

- QuickCash (in office only) \$ _____
- Cash (in office only) \$ _____
- Credit Card Payment \$ _____
- Check enclosed \$ _____

For office use only: Received by _____ Date _____