

# Military Student - Transcript Request Form

DATE OF REQUEST \_\_\_\_/\_\_\_\_/\_\_\_\_



I hereby authorize the release of my student transcript, grades and credits.  
 Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Are you currently enrolled?  Yes  No

Number of Official Transcripts: \_\_\_\_ Number of Unofficial Transcripts: \_\_\_\_

Please forward transcripts to:		
NAME and/or TITLE		
INSTITUTION or COMPANY		
STREET ADDRESS		
CITY	STATE	ZIP

\*If needed for NCO board or a promotion board, the transcript must be mailed to your Commanding Officer or S1 Office directly

When do you want your transcripts sent?	<input type="checkbox"/> End of Module/Semester
<input type="checkbox"/> Current Transcript	<input type="checkbox"/> Once Degree is Conferred

Payment Options										
<input type="checkbox"/> OFFICIAL TRANSCRIPT (\$10) <input type="checkbox"/> UNOFFICIAL TRANSCRIPT (\$3) <input type="checkbox"/> PROMOTION BOARD (Active Students Only)										
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check (Enclose with form)									
<table border="0"> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>CREDIT CARD NUMBER</td> <td>EXP. DATE</td> <td>SECURITY CODE</td> </tr> <tr> <td></td> <td></td> <td>(3 or 4 digit code usually on back of card)</td> </tr> </table>	_____	_____	_____	CREDIT CARD NUMBER	EXP. DATE	SECURITY CODE			(3 or 4 digit code usually on back of card)	
_____	_____	_____								
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**Please send this form to:**

**By Mail:**  
 Post University  
 Attn: Military Finance Office  
 800 Country Club Road  
 P.O. Box 2540  
 Waterbury, CT 06723-2540

**By Fax:**  
 203.841.1205

**By Email:**  
 MilitaryFinance@Post.edu

**Contact Post University Military Finance  
 Office at: 1.800.345.2562 Ext. 2762**

**PLEASE NOTE THE FOLLOWING:**

1. **Form must be signed by student in order to legally release transcript(s).**
2. Please allow 5-7 business days for processing.
3. All financial obligations must be reconciled before transcripts will be released.
4. Use separate form for each different mailing address to which you desire your transcripts forwarded.