



# TRANSCRIPT REQUEST

To: Office of the Registrar

**Please send an official copy of my transcript to:**

Troy University  
355 MSS/DPE  
5260 E. Granite Street Suite  
Davis-Monthan AFB, AZ 85707

tucson@troy.edu  
Phone (520) 748-2625  
Fax (520) 748-2162

School Codes for: SAT – 1796      ACT – 4744  
CLEP – 5791      DANTES – 8397  
MAT – 1081      GRE/GMAT – 5791

Dates I attended your institution: \_\_\_\_\_

My name while attending your institution: \_\_\_\_\_  
Last First MI

My name at present (if different): \_\_\_\_\_  
Last First MI

My present address:

Social Security Number / Student ID Number: \_\_\_\_\_

Fee enclosed \$\_\_\_\_\_ (check/money order) or bill me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructions:

1. Complete one form for each college attended.
2. Attach a check or money order payable to that school. (No cash).
3. Mail as soon as possible
4. *Note:* If transcripts are not received by the end of your first term with Troy, you may not re-enroll or receive a transcript of courses taken at Troy. If you need assistance, please call the Troy Office at (520) 748-2625 or email us at tsudm@troy.edu.