

## Unofficial Transcript Request

### Important Information

- All current and former students may request unofficial transcripts.
- Current students can access a list of courses with grades through AugNet Records & Registration
- Unofficial transcripts are only sent to the student. No third party addresses will be accepted.
- Unofficial transcripts are sent by email as a PDF only.
- There is no cost for an unofficial transcript.
- Processing time is 1-3 business days, depending on demand.

### How to Submit

#### ***In person:***

Enrollment Center  
Sverdrup Hall 101

#### ***By mail:***

Augsburg University  
Registrar's Office, CB 71  
2211 Riverside Avenue  
Minneapolis MN 55454

#### ***By email or fax:***

[registrar@augsburg.edu](mailto:registrar@augsburg.edu)

Fax: 612-330-1425

### Student Information

Student Name: \_\_\_\_\_  
*Last First Middle*

Names While Attending: \_\_\_\_\_

Student ID (If known): \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Last Four Digits of SS#: \_\_\_\_\_

Year Graduated or Year Last Attended: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address to Send to: \_\_\_\_\_

### Required Student Signature

By signing below, I authorize Augsburg University to release my unofficial transcript.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Sign in ink, or draw your signature with a mouse or touchscreen device. Typed digital signatures are not accepted* *MM / DD / YYYY*

### Registrar's Office Use Only

Received Date: \_\_\_\_\_ Processed By: \_\_\_\_\_ Processed Date: \_\_\_\_\_