



# Unofficial Transcript Request

**Submit to:**

The Office of the Registrar  
Augsburg University, CB 71  
2211 Riverside Avenue  
Minneapolis, MN 55454

(612) 330-1036 - Voice  
(612) 330-1425 - Fax  
registrar@augsborg.edu

**Important Information**

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

First Name(s): \_\_\_\_\_ Middle Name(s): \_\_\_\_\_ Last Name(s): \_\_\_\_\_

Former Name(s): \_\_\_\_\_

Student ID# (if known): \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Years of Attendance: From \_\_\_\_\_ To \_\_\_\_\_

Current Address: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Processing options** (select one):      Email to me as a PDF      Mail to me at address above

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

**Required Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_