

**External and Internal Transcript Requests**

Use this form if your requesting institution does not have their own. For Park Transcript requests see instructions below.

**Student Name:**

**Address:**

**City/St/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Park ID# (if known): ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name under which you attended if different from present name: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I attended your institution from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Month/Year Month/Year

[ ]  Graduate (Year Graduated\_\_\_\_\_\_\_\_)

[ ]  Undergraduate (Year Graduated\_\_\_\_\_\_\_\_)

 I consent to have my transcript released

Signature Date

* **External Institution Requests (Electronic delivery is preferred):**

Forward an **OFFICIAL** copy of my transcript to:

Electronic transcripts: careers@park.edu

By mail: Misty Hudson, Box #68,

8700 N. W. River Park Drive, Parkville, MO 64152

* **Park University Requests:**

If you previously attended Park University, fill out all information above and email to careers@park.edu

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Park University Registrar Use Only

Upload an official transcript to eProcess for the ID# provided and email careers@park.edu

Document type: Adjunct-Faculty Transcripts Official

Comment Field: Park U