



Transcript Request Form

Request will be processed within 5-10 working days upon receipt in the office and verification of receipt number from the Business Office. For instructions and quicker processing, log into Banner online at

<http://banner7-ssb.uncfsu.edu:9000>

Fee: Current: \$5.00 per copy per career level (Undergraduate, Graduate, Doctoral)

Requests submitted via Banner Online – Free

Date of Request: _____ Career Level (U/G/D): _____

Name: _____
Last First MI

Banner Id: _____ Birth Date: MM _____ DD _____ YYYY _____

Print **ALL** last names since attendance at Fayetteville State University:

Graduation Year/Date (If Applicable): _____

Current Address: _____

Current Phone #: _____

Receipt Number: _____

Please call Cashier at (910) 672- 2605/2117 to pay by credit or debit card and record the receipt number.

Please mail my transcript to this address:

Please fax my transcript to this phone number:

Signature: _____

Mail to: Fayetteville State University/1200 Murchison Road/3rd Floor Lilly Building/Fayetteville, NC 28301

Revised 06/2009

Note: Official transcripts will not be furnished until all financial obligations to the University have been satisfied. We do not provide unofficial transcript copies. Please include as much information as possible and write legibly; failure to do so will result in the return of this form.