



### Request for Meritus Transcript

**Mail Request to:** University of Phoenix  
Attn: Transcript Dept (Meritus)  
4025 S. Riverpoint Parkway, MS: CF-L201  
Phoenix, AZ 85040  
**Or Fax Requests to** (480) 643-1041

**Student IRN:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_  
**Former Name(s):** \_\_\_\_\_  
**Daytime Phone:** \_\_\_\_\_  
**Birth date:** \_\_\_\_\_

**Mail**

Number of Transcripts Requested: \_\_\_\_\_

Attn: \_\_\_\_\_

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

Student email: \_\_\_\_\_

**Mail**

Number of Transcripts Requested: \_\_\_\_\_

Attn: \_\_\_\_\_

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

Student email: \_\_\_\_\_

**Mail**

Number of Transcripts Requested: \_\_\_\_\_

Attn: \_\_\_\_\_

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

Student email: \_\_\_\_\_

**Apostille Authorization**

Number of Transcripts Requested: \_\_\_\_\_

Attn: \_\_\_\_\_

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

\*An Apostille request must be initiated through the USSC prior to use of this authorization.

**x** \_\_\_\_\_  
Student Signature (Required) Date (Required)

Illegible requests will not be processed. There is no charge for transcripts sent by regular mail. A shipping fee may apply if expedited delivery is requested. A confirmation will be sent to your email address indicated above advising that your transcript order is being processed. If you do not receive a confirmation email within 48 hours of faxing in this form, please re-fax your form to the number indicated above. **If further assistance is needed, please contact the University Services Support Center at 1 (506) 443-8400 or by email at [ussc@phoenix.edu](mailto:ussc@phoenix.edu).** The Registrar's Office produces only official transcripts. Requests are normally processed within 48 hours of order receipt. Please allow 7-10 days for delivery for these requests.