



## REQUEST FOR TRANSCRIPT FORM

Doctoral    Master's    Bachelor's    Continuing Education

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Cell Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
Social Security Number (Optional) OR USSA Student ID #: \_\_\_\_\_

This is to authorize and request the release of my academic record at the address which I have specified below.  
**Request will not be processed without a signature.**

Signature: \_\_\_\_\_ Number of Copies: \_\_\_\_\_

Mail transcript as indicated below: (please include any special instructions, such as "hold for grades") (If you select Fed Ex delivery options, please provide FULL street address as Fed Ex does not deliver to Post Office boxes.)

\_\_\_\_\_  
\_\_\_\_\_

### POLICIES GOVERNING TRANSCRIPTS OF RECORD

**There is a \$10.00 charge for each transcript (official and/or unofficial).**

**In addition to the \$10 charge, if you wish to receive your transcript by Fed Ex delivery instead of U.S. mail, please select one of the following options:**

**Fed Ex Overnight Delivery: \$47 \_\_\_\_\_**

**Fed Ex 2-day Delivery: \$26 \_\_\_\_\_**

Transcript requests are processed as rapidly as possible, in order of receipt of application. Requests should be made well in advance of need. No transcript of a student's record will be issued for a student whose financial obligations to the Academy have not been satisfied.

There are two types of transcripts. Please check which type is required:

- OFFICIAL transcripts are sent to schools, prospective employers, etc., as designated by the student.
- UNOFFICIAL transcripts for the student's use, do not bear the seal of the Academy. They must be sent directly to the student. Unofficial transcripts are stamped "ISSUED TO STUDENT."

### SEND TRANSCRIPT REQUEST BY MAIL, EMAIL or FAX

**Email:** [registrar@ussa.edu](mailto:registrar@ussa.edu); **Fax:** 251-625-1035

**Mail:** United States Sports Academy, ATTN: Registrar, 1 Academy Drive, Daphne, AL 36526

### Payment Method (check box)

Check/Money Order  OR Debit/Credit Card

Circle Credit Card Type: Visa M/C DISC Expiration Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Credit Card Expiration Date: \_\_\_\_\_ CVV Code \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

**Office Use Only:** Transcript(s) released: Date: \_\_\_\_\_ by: \_\_\_\_\_

The United States Sports Academy is accredited by the Commission on Southern Association of Colleges Commission of Colleges and Schools to award the B.S.S. degree (level II), the Master of Sports Science degree (level III), and the Doctor of Education in Sport Management degree and Doctor of Sports Management (level V).