

Office of the Registrar

Transcript Request Information

Transcript request service is available Monday - Friday.

Students or former students have four methods by which they may obtain an official transcript from the University Registrar's Office. **All methods require the student's written request in order for the University to release the transcript.** Transcript requests are normally processed within **5-7 working days after the request is received in the office.** However, during busy periods (i.e. beginning and end of a semester) transcript requests will take longer to process - 10 to 14 working days..

TRANSCRIPTS CANNOT BE REQUESTED BY PHONE

METHOD 1 - IN PERSON

NOTE: If requested, an official transcript can be provided in an individually sealed envelope.

Same Day Over the Counter Service: Limit of TWO copies per day. Processing time - ONE (1) hour.

Available: Mon - Fri: 8:00 a.m. - 3:00 p.m.

Complete a **Transcript Request Form**, in person at the Office of the Registrar, McCastlain Hall. If the transcript is to be mailed, have the **exact address** of where the transcript is to be sent.

METHOD 2 - BY MAIL

Submit a written transcript request to the following address:

University of Central Arkansas
Office of the Registrar - Transcripts
201 Donaghey Avenue, McCastlain Hall, Room 112
Conway, Arkansas 72035-0001

When using this method, the following information must be included:

1. Full name and current address (and name used while at UCA)
2. Date of birth
3. Student ID Number (if known)

4. Date of last enrollment
5. Exact address to where the transcript is to be mailed
6. A telephone number at which you can be contacted if necessary
7. Signature or UCA Personal Identification Number (PIN), if known

METHOD 3 - BY FAX

Submit a written transcript request and FAX it to the Office of the Registrar at: **(501) 450-**

5734 when using this method, the following information must be included:

1. Full name and current address (and name used while at UCA)
2. Date of birth
3. Student ID Number (if known)
4. Date of last enrollment
5. Exact address to where the transcript is to be mailed
6. A telephone number at which you can be contacted if necessary
7. Signature or UCA Personal Identification Number (PIN), if known

METHOD 4 - BY E-MAIL

Submit a transcript request by E-MAIL to: **regofc@uca.edu**

When using this method, the following information must be included:

1. Full name and current address (and name used while at UCA)
2. Date of birth
3. Student ID Number (if known)
4. Date of last enrollment
5. Exact address to where the transcript is to be mailed
6. A telephone number at which you can be contacted if necessary

7. Signature scanned into the e-mail and/or UCA Personal Identification Number (PIN) is **REQUIRED**.

Please Note: The Office of the Registrar will return any transcript request to students who have any unfulfilled obligations to the University.

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