

Complimentary Transcript Request for Electronic Transcripts

To encourage grant-seeking among the College's graduate students, the College will cover the cost of ONE transcript for each graduate student applying for a grant or fellowship. The grant or fellowship must require an official transcript as part of the application or acceptance process.

A student may only request this fee coverage once during their graduate career. The grant or fellowship must be taken while the individual is a student of KU. Employment applications, postdoctoral applications, and applications for fellowships or grants that will be used following graduation are not eligible.

Transcripts will not be provided for students who have active holds. Transcripts for work completed at other institutions must be requested directly from that institution. The College will not cover any costs required by other institutions.

Please fill out and email this form to coga@ku.edu. Our office will then schedule an appointment for students to come in to complete the ordering process of the electronic transcript. If you are not physically able to come to our office to complete the ordering process, please contact coga@ku.edu.

_____	_____	_____	_____
Last Name	First	Middle	Student ID
_____			_____
Department			Email
Degree Program:			
<input type="checkbox"/>	Master's/MFA		_____
<input type="checkbox"/>	PhD		Date of Birth

Please write the name of the grant or fellowship and the agency or funding body (Ex. Dissertation Completion Fellowship, American Council of Learned Societies ACLS)

Student Signature

** Electronic signatures are not accepted. Please print, sign, and scan this form or bring the signed form to our office in Strong Hall room 102.

Office Use Only:

- Approve
 Reject

- Enrollment Verified
 No Holds
 No Previous Transcript Requests

COGA Signature