



Office of Academic Records
 338 Main Street
 Lancaster MA 01523
records@auc.edu
 978-368-2018

Atlantic Union College
RECORDS REQUEST FORM

****Handwritten Signature****

*If completing by hand, use blue or black ink and print clearly. Fill out a separate request for each destination requested.
 PLEASE NOTE **STARRED** ITEMS ARE REQUIRED. REQUEST WILL NOT BE PROCESSED IF ANY ARE NOT COMPLETED.*

****Date of request:** _____
Social Security #: _____
****Date of Birth:** _____
AUC ID Number: _____

****Legal Name when attending AUC:** _____
****Last year attended:** _____
Graduation year/month: _____
(if applicable)

Contact Information:

****Current Legal Name:** _____
****Mailing Address:** _____
****City:** _____
****State:** _____
****ZIP:** _____

****Email:** _____
Daytime phone: _____

****Service(s) requested:**

Unofficial Transcript
 \$5.00 *(per paper copy)*
 Paper
 _____ ****# Copies**
 Fax
 Electronic

Official Transcript
 \$7.50 *(per paper copy)*
 Paper
 _____ ****# Copies**
 Electronic advance copy

****Total amount for all requested services:****
 \$ _____

****Destination Information:**

Same as Contact Information

Attn: Name: _____
Email: _____
Institution: _____
USPS Address: _____
City: _____
State: _____
ZIP: _____

OFFICE USE ONLY:

 Date logged:

 Log ID:

 Initials:

 Payment Received:

 Date cleared:

 Date sent:

Form version 7/15/19

****Payment Method:**

Money Order (payable to Atlantic Union College & include with mailed request - NO CHECKS)
 Online: www.auc.edu, click the PAY NOW button



ATLANTIC UNION COLLEGE

RECORDS REQUEST POLICY

effective 7/15/19

SPECIAL NOTE: As Atlantic Union College is closed, staffing arrangements are in effect that impact transcript and other records processing. Please plan ahead to request your transcript or other record(s) at least 10 business days before you will need access to the information. Rush processing is NOT AVAILABLE. Transcripts are not processed on holidays or weekends. Requests are considered received, and minimum 5 processing days in effect, when Records staff is in office and incoming requests have been logged.**

****Educational, Nursing, and employment verifications are no longer available. Please request an official or unofficial transcript to fulfill these needs.**

1) Fill out, print, and sign the records request form in order to request records services. Please ensure each request form has been **SIGNED**, and **ALL** relevant information has been filled out, before submitting it to our office. Unsigned, unpaid, or incomplete requests will not be processed. Send to:

- **EMAIL** a signed scan: records@auc.edu
- **FAX:** 978-368-2018
- **USPS:** Atlantic Union College - Records Office
P.O. Box 1000, South Lancaster MA 01561-1000

2) Once your hand-signed form is received your request will be processed as soon as possible unless you have a hold on your account. Holds must be resolved before transcripts are issued. *If there is a hold on your account you will be notified at the email address indicated on your order form, and/or by mail. You will need to resubmit your request (but not your payment, unless it has been refunded to you) after your hold has been cleared.*

- **Unofficial transcript (paper, fax, or electronic)** \$5.00 (per paper copy)
- **Official paper transcript** \$7.50 (per paper copy)
- **Official electronic transcript** \$7.50

3) Please be advised that each service is a separate fee. *For example: If you want 2 official transcripts mailed AND an electronic copy emailed to you, that would be \$15.00 for the paper copies plus \$7.50 for the electronic copy for a total of \$22.50, payable before records are released.*

Payment Methods:

- **Money Order** (payable to Atlantic Union College & include with mailed request - **NO CHECKS**)
- **Online:** www.auc.edu, click the **PAY NOW** button
- **Phone:** AUC Cashier 978-368-2207

Delivery Options:

- **Electronic: PDF Format, Valid for 30 days - Printing allowed**
(Copying or modifying is **NOT** allowed, and will invalidate your transcript.)
- **USPS** – default delivery method, no extra charge.
- **Hold for Pickup** – **BY CONFIRMED APPOINTMENT ONLY. You will be emailed when your record is available to arrange pickup. Third party pickup is NOT available.**

If you have questions, or if you are having difficulty accessing the form, please email records@auc.edu and we will work with you to resolve access.