



Parchment Transcript Order: Special Handling Addendum

Purpose: **ONLY** used in conjunction with an online transcript request submitted through Parchment that requires special handling. See [Online Transcript Requests](#) for more information.

Requestor Instructions:

1. Complete Sections 1-3 of this form using a computer.
2. Print the form using the 'Print Form' button or save this form to your computer.
3. Attach this form to the electronic transcript request in Parchment.

Section 1: Requestor Information

Last Name _____ First Name _____ Middle Name _____

Name while attending Marquette _____ Date of Birth
MM/DD/YYYY _____

Email _____ @marquette.edu MUID/SSN _____ Phone _____
enter personal email address if you no longer have an MU email account

Currently Enrolled at Marquette? Yes No If No: year of last attendance _____

Section 2: Special Handling Options

- A copy of my non-US Study Abroad Program transcript.
- Notarization of paper transcript required.
- Other
(i.e. Professional licensing, ID number included, etc.) _____

Section 3: Transcript Hold Options

Please be aware these options will delay the delivery of your transcript. It is recommended that you monitor your record and submit your transcript request after all necessary degrees and grades are posted to allow your request to be processed immediately.

Degree information is recorded for **anticipated** _____
Graduation Date

Major or Program _____

Grades are recorded for session ending _____
Date

Grade change is completed for _____
Course