Complimentary Transcript Request

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 intuitions must be requested directly from that institution. The College will not cover any costs required by other institutions. Please allow 2-4 business days for processing. If you need an electronic version of your transcript, please see instructions on the COGA website or contact our office at coga@ku.edu or 785-864-4201.

Last Name First Name Middle Initial Student ID

Department Email

Date of Birth: _____

Student Signature

Degree Program:

☐ Master's/ MFA

☐ PhD

** 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.

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)

Please choose a method of delivery: ☐ Pick up in person ☐ Mail directly to agency (include address below)

Agency or Attn:

Street Address or PO Box

City, State and Zip Code (Or international equivalent)

Office Use Only:

☐ Approve

☐ Reject

☐ Enrollment Verified

☐ No Holds

☐ No Previous Transcript Requests

COGA Signature