

AEI Transcript Request Form

DO NOT EMAIL THIS FORM! Please complete this form and **submit in person** at the AEI front desk (1st floor Agate Hall) or **send by fax or mail (no email!)** to: AEI Transcript Requests, 5212 University of Oregon, Eugene, OR 97403-5212 | FAX: 541-346-3917

Student Information

Full Name: _____
Last/Family *First* *Middle*

Name(s) while attending AEI (if different): _____
Last/Family *First* *Middle*

Current Mailing Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Phone: _____ Other Phone: _____

UO Email: _____ Other Email: _____

UO ID: _____ Birthdate: _____

Signature

Signature of Student: (REQUIRED) _____
Signed *Date*

I understand that my signature authorizes the release of my academic records.

Transcripts Requested

Transcripts Issued to Student:

_____ Transcripts: Regular
Quantity (Maximum: 5) Express Mail *

- Mail to me (at mailing address above)
- I will pick up (at Agate Hall – 1st floor)

Special Instructions: (optional)

- Send after grades are posted: _____
- Other: _____

Transcripts not Issued to Student: (Complete mailing address is required.)

_____ Transcripts: Regular
 Express Mail *

Additional Transcripts not Issued to Student: (Complete mailing address is required.)

_____ Transcripts: Regular
 Express Mail *

AEI Office use only: BN hold S notified: _____ | Cleared: _____ | Complete S notified: _____

* **Payment for Express Mail is required.** If payment is not received for Express Mail Orders, your order will not be processed. Please see Page 2 for payment options.

Cost Information

Pick-up at AEI or Non-express Mail - \$0 (Free.) Transcripts will be mailed or ready for pickup in 7 to 10 days after order is received. **DO NOT FILL OUT CREDIT CARD INFORMATION.**

Express Mail - \$45.00 (USD) Transcripts will be sent out in 7 to 10 days after order is received using a standard overnight courier service. Note: Express mail services typically do not deliver on Saturdays, Sundays or certain holidays; therefore, transcripts sent overnight on Friday will be delivered on Monday. Fill out card information below.

I will pick up at AEI. \$0 (Free) – I will get an email from AEI when my transcripts are ready. I will **not** fill out credit card information.

I want AEI to send my transcripts by Non-express (Regular, 1st Class) mail. \$0 (Free) – I will get an email from AEI when my transcripts are mailed. I will **not** fill out credit card information.

I want AEI to send my transcripts by Express Mail - \$45 USD – I will get an email from AEI when my transcripts are mailed. I will fill out credit card information or use other payment option.

Card Information & Signature

PAYMENT (FOR EXPRESS MAIL ONLY!)

Do not fill out if you will pick up at AEI or if you want regular, non-express mail.

I hereby authorize the American English Institute, University of Oregon to charge my Visa or MasterCard.

Circle: **VISA** **MASTERCARD**

Cardholder's Name (print): _____

Card Number: _____

Expiration Date: _____ CVV: _____



Cardholder's signature: _____

Credit Card Billing Address: _____

Today's Date: _____

OTHER WAYS TO PAY

- **Pay by check or money order.** Make checks out to: **University of Oregon.**
- **Pay online** (AEI's UO Quikpay): <https://aeiweb.uoregon.edu/transcripts/pay>
- **Pay using Flywire:** <https://www.flywire.com/pay/uoregon>

ORDERING

The UO American English Institute does not charge a fee for official transcripts. You may order a maximum of five official transcripts; however, there are fees charged for special services. If you ask that your transcript be mailed Express Mail, you will be charged a \$45 fee to cover postage. Clearly mark the appropriate boxes on the request form. Regular processing time is 7 to 10 days from receipt of request.

To order a transcript, write to:

AEI Transcript Requests
5212 University of Oregon
Eugene, OR 97403-5212

You may also fax your order to: **(541) 346-3917**

Your correspondence should include the following:

- Written signature (a computer-generated signature cannot be accepted)
- UO Id number
- Date of birth
- Name(s) while attending UO AEI
- Current address
- Telephone number or e-mail where we can reach you during the day
- Dates of attendance
- Address to which transcript is to be sent
- Include special mailing instructions or forms to be attached
- Payment for Express Mail: a credit card (Visa or MasterCard only) number, CVV (see page 2) and expiration date

Exclusions:

- E-mail and telephone requests cannot be honored.
- Photo identification is required when ordering and picking up transcripts in person.
- Transcripts cannot be received or sent to other addresses by fax or email.
- Another person may not request a student's transcript.
- Transcripts will not be issued if there is a hold on the student's account.
- The UO American English Institute will not provide copies of test scores (e.g., TOEFL, GRE, SAT, GMAT) or transcripts of academic work from other institutions. You must contact the original institution for such transcripts.
- Transcripts ordered for pick-up are available at the AEI Front Desk in Agate Hall for 30 days and then destroyed.
- **Students who do not pick up transcripts may not be eligible for future such requests and may be required to use the Express Mail option at a cost of \$45.00 (USD).**

For more information about ordering a transcript or to inquire about a transcript order, please call (541) 346-3945.