



The School for Field Studies

TRANSCRIPT REQUEST FORM

SFS TRANSCRIPT REQUEST. To be completed by the student with the assistance of the study abroad office or appropriate authority on campus. This form provides the information necessary for SFS to send an official transcript upon your completion of an SFS program and is required as part of a complete SFS program application. Please notify The School for Field Studies if the address to which you want the transcript sent changes after your departure for your program.

FIRST NAME MIDDLE NAME LAST NAME

FORMER NAME

DATE OF BIRTH (MM/DD/YYYY)

SFS PROGRAM SFS TERM/YEAR

SEND TRANSCRIPT TO:

NAME OF OFFICE INSTITUTION

OFFICE NUMBER AND BUILDING

STREET ADDRESS CITY STATE ZIP CODE

☐ I understand that my grades will be recorded on a University of Minnesota transcript unless my home institution is a direct credit SFS Affiliate institution. I hereby request that an official copy of my transcript or grade report be forwarded to the above individual or institution, or to an alternate address provided by my home institution if appropriate, for recording on my home institution transcript, scholarship and financial aid requirements, or academic advising and graduation clearance. I understand that I may be responsible for the cost of additional copies if I do not provide an accurate address.

STUDENT SIGNATURE (REQUIRED) DATE

PLEASE NOTE:

- Transcripts are not sent if you have any financial obligations to The School for Field Studies
- The University of Minnesota will send one official transcript for students enrolled in SFS programs within 4-6 weeks of receiving SFS grades. Students who receive a University of Minnesota transcript must order any additional transcripts needed for all other purposes directly through the UMN One Stop Student Services Office (www.onestop.umn.edu).
- SFS will send official SFS transcripts to students who will receive direct credit 2-4 weeks after the conclusion of your program.

HOW TO SUBMIT:

Students: Please scan & upload the completed form to your portal.

Study Abroad Staff: Please scan and email to

admissions@fieldstudies.org.

INTERNAL OFFICE USE ONLY

STUDENT ID NUMBER _____

DATE TRF SENT TO OTR _____