

# BYU Independent Study

## High School Transcript Request Form for Prospective NCAA Student Athletes

**Instructions:** This form is an interactive PDF form. This means you may complete this form online, but you must print it off and sign it before submitting. **We CANNOT process this form without your signature.**

**Note:** This form is for **High School students seeking NCAA eligibility only**. Transcripts sent to the NCAA contain a list of courses taken through Independent Study and the grades that have been earned for those courses. Transcripts are also sent with the student's registration and completion dates for his or her Independent Study courses. High School students seeking transcripts for their own use or to send to their high schools must fill out the regular High School Transcript Request Form found at [http://ce.byu.edu/is/site/students/trans\\_request.pdf](http://ce.byu.edu/is/site/students/trans_request.pdf). Transcripts for University level courses completed through Independent Study need to be ordered through BYU Records Office. Their form is available at <http://saas.byu.edu/registrar/records/transcriptform.pdf>. If you have any questions or concerns, please feel free to contact Joseph Roberson at [joseph.roberson@byu.edu](mailto:joseph.roberson@byu.edu).

### STEP 1: YOUR INFORMATION

Current Name (Last, First, Middle)		All Other Names Used		Student ID #/SSN	
Current Street Address			City	State	Zip Code
Phone Number	E-mail Address <small>A confirmation e-mail will be sent to this address once the request has been processed.</small>			Grade (9,10,11,12)	
NCAA ID # (10 digits)	NCAA Contact <small>(if applicable)</small>	NCAA Contact Phone <small>(if applicable)</small>	NCAA Contact Fax <small>(if applicable)</small>		

### STEP 2: DESTINATION

Mail ____ (# of copies) to Express (additional fee)  NCAA Eligibility Center 1802 Alonzo Watford Sr. Drive Indianapolis, IN 46202 <b>Note: NCAA Transcripts are sent with the registration / completion dates of the student's course(s) only.</b>	Mail ____ (# of copies) to Express (additional fee)  <b>Member Institution (Potential University)</b>  <b>Name:</b> _____ <b>Address:</b> _____ _____ _____  <b>Phone:</b> _____ <b>Fax:</b> _____
Special Request (Please be specific.)	

### STEP 3: SIGN

Signature: <b>(Required)</b>	Date:	Send Transcript Request to: BYU Independent Study 120 MORC Provo, UT 84602-0300 <b>Fax: (801) 422-8501</b>
<b>There is a \$2 fee per package of transcript and registration/completion dates and a \$20 fee for every envelope expressed to a specific destination.</b> <b>Note: NCAA Transcripts and dates cannot be faxed. A minimum of 3 business days is required for approval, so please plan accordingly. Materials may be expressed after approval.</b>		

### STEP 4: PAYMENT

Your credit card information will be destroyed once the request has been processed.

If paying by check, make payable to <b>BYU Independent Study.</b>	Credit Card Number	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
		<input type="checkbox"/> Discover <input type="checkbox"/> American Express
	Cardholder's Signature Authorizing Charge	
Exp. Date	Security Code	