



THE UNIVERSITY OF
SCRANTON
A JESUIT UNIVERSITY

Office of the Registrar
Scranton, Pennsylvania 18510-4684
(570) 941-7720 FAX (570) 941-4148

REQUEST FOR OFFICIAL GRADE REPORT

Please Note:

Your grade report can only be sent to your home address as shown on the University Information System (UIS). Please be sure your home address in UIS is correct. If it is not correct, please indicate your correct address below, and we will correct it in the system.

By completing and signing this form, I authorize The University of Scranton to send my grade report to my home address as listed on UIS.

Please print clearly:

Name: _____

Royal ID#: _____

Term for which grades are requested: _____

If address on UIS is incorrect, please correct to the following:

Signature: _____ Date: _____

Submit this completed form to the Registrar's Office for processing in one of the following ways:

- Deliver to the Registrar's Office in St. Thomas Hall room 301, or
- Fax to the Registrar's Office at (570) 941-4148, or
- Mail to the Registrar's Office: 800 Linden St., Scranton, PA 18510-4684