



THE UNIVERSITY OF
SOUTHERN MISSISSIPPI
Professional Development
and Educational Outreach

Continuing Education Units Transcript Request

Attention: Use this form to request The University of Southern Mississippi CEU transcript only.
For academic transcript requests, contact the University Registrar at (601) 266-5006

Please Print or Type.

Date of Request _____

I am requesting my official Southern Miss CEU transcript. The CEU transcript fee of \$ 3.00 is enclosed.

Also, I am requesting _____ duplicate transcript copies. The additional \$ 3.00 per copy is enclosed.

Please check one.

I have completed work for The University of Southern Mississippi CEUs prior to 2002.

I have not completed work for The University of Southern Mississippi CEUs prior to 2002.

I do not know if I have completed work for The University of Southern Mississippi CEUs prior to 2002.

The participant's Southern Miss CEUs record will be verified before a transcript is issued.

Allow five (5) business days for processing.

Name of Participant _____
 Previous or Maiden Name, if applicable _____
 Social Security Number _____
 USM Emp ID, if known _____
 Mailing Address _____
 City _____ State _____ Zip code _____
 Telephone Number () _____
 E-mail Address _____ Date of Birth (optional*) _____
 Total Amount Enclosed _____
 Method of Payment VISA MasterCard Check Cash
 If paying by VISA or MasterCard: Account Number _____
 Expiration Date _____ Name as it appears on card _____
 Cardholder's Signature _____

* Your date of birth is an important piece of data that, in addition to your name, social security number and USM ID, distinguishes your records of other individual with similar personal data.

IMPORTANT NOTICE ABOUT SOUTHERN MISS CEU TRANSCRIPT

The University of Southern Mississippi is converting historical CEU records to Imaging software. CEUs earned prior to 2002 may be issued as an imaged CEU transcript, separate from the new CEU transcript. The cumulative CEU record for a student will combine the imaged transcript and the new transcript. Only CEUs awarded by The University of Southern Mississippi will be reflected on these transcripts. The \$3.00 transcript fee covers both the imaged and new transcript, if applicable.

**Do not write in this Box.
Southern Miss OPDEO Use Only**

Researched By _____

Peoplesoft Transcript? _____

Imaged Transcript? _____

Transcript (s) Issue Date _____