

# IUSM Graduate Records Request Form

(not for use by current students)

For fellowship and residency verification, see [Graduate Medical Education](#). This form is for medical school credentialing only.

Name\*: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

\*All name changes require legal documentation

Last name used while enrolled in Medical School: \_\_\_\_\_ Year of grad. \_\_\_\_\_

Social Security - last 4 only: XXX-XX-\_\_\_\_\_

Date of Birth (mm/dd/yyyy)\_\_\_\_\_

Telephone Number\_\_\_\_\_

Street Address:\_\_\_\_\_

City\_\_\_\_\_

State\_\_\_\_\_

Zip\_\_\_\_\_

## Email address for confirmation purposes:

\_\_\_\_\_

## Item Requested:

Transcript - \$10.00 each

Dean's Letter (This is the letter written for you for Residency)

State Licensure form (graduate must provide)

Certified copy of diploma (graduate must provide 8 1/2 x 11 copy to be certified)

Other: Please explain\_\_\_\_\_

***Make check payable to IUSOM. No cash please. Request receipt if needed.***

Signature\*\_\_\_\_\_ Date\_\_\_\_\_

**\*Signature required to process all records requests. Please allow at least ten working days for processing.**

Please list addressees here: (**NOTE: For more than two addressees please email list to [kchamp@iupui.edu](mailto:kchamp@iupui.edu).**)

Name and address of destination 1:

Name and address of destination 2:

_____	_____
_____	_____
_____	_____
_____	_____

**Please forward this form to:** Graduate Credentialing; Medical Student Affairs- IUSOM; 635 Barnhill Drive, MS 119; Indianapolis, IN 46202  
Phone: (317) 274-7895; Fax: (317) 278-4755; Email: [kchamp@iupui.edu](mailto:kchamp@iupui.edu)