



## Official Documents (Transcripts, Proof of Degrees) Drop-off Form

*Please fill out ONLY this section.*

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First Name:

Last Name:

M number:

Date:

Do you want the Graduate School to save your documents after processing or shred them?

Return my documents

Shred my documents

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*Print and bring this form and your official documents to the Graduate School Office, located in room 414 of the Administration and Student Services Building. They may be dropped off ONLY during the times stated in our email. Use a paper clip to attach this form to your documents, then place them in the drop-off box.*

**The section below is for Graduate School Staff use ONLY! Do not fill in or mark in any way.**

\_\_\_\_ Number of TRNs

\_\_\_\_ Number of PODs

- Documents entered into SOAPCOL
- Verified SAAADMS record is accurate
- Document uploaded into Perceptive Content
- If applicable, check SOAHOLD and remove hold