



## TRANSCRIPT REQUEST FORM

Not for Credit Card Orders

See Credit Card Option

To pay by **CHECK** attach a check or money order to request and mail form to address to the left. Official transcripts are \$14.00, official PDF transcripts must be ordered online.

**Fairhaven College Students** If you need Fairhaven evaluations in addition to your official transcript, instructions for ordering Fairhaven evaluations may be found at <http://www.wvu.edu/fairhaven/resources/alumni/transcripts.shtml>

<b>Please enclose check/money order payable to WWU. For your protection please do not send cash.</b>			
Last Name	First Name	MI	Former Name (s)
Student Number	Social Security Number		Birth Date
Current Address	City	State	Zip
Phone	E-Mail		Today's Date
<b>SIGNATURE</b> below is required by Federal Law			<b>Transcripts will be processed within two business days.</b> Check One: <input type="radio"/> Process Transcript Now <input type="radio"/> Process at End of current quarter <input type="radio"/> Process after Degree is posted If no selection is made, transcript will be processed now.
<input type="text"/> Request will not be processed without signature and payment.			
<b>Number of Official copies</b> <input type="text"/> X \$14.00			
Quantity <input type="text"/> I will pick up transcript at the Registrar's Office; available in two working days Quantity <input type="text"/> Mail transcript to:			
<i>Name:</i> <input type="text"/> <i>Address:</i> <input type="text"/> <input type="text"/> <input type="text"/>		<b>For Western's Use Only</b> IB _____ PB _____ VB _____	
<b>For additional addresses please complete back of this form.</b>			

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Quantity

Mail Transcript To:

<i>Name:</i>
<i>Address:</i>

Quantity

Mail Transcript To:

<i>Name:</i>
<i>Address:</i>

Quantity

Mail Transcript To:

<i>Name:</i>
<i>Address:</i>

Quantity

Mail Transcript To:

<i>Name:</i>
<i>Address:</i>