



**Transcript Request Form**  
 Registrar's Office  
 516 High Street, OM 230  
 Bellingham, WA 98225-9008  
 Phone 360-650-3301

## TRANSCRIPT REQUEST FORM

Not for Credit Card Orders

See Internet ordering on Transcript Web Site

1. Mail completed and signed request form *with check or money order* to the address to the left.
2. Or return form *with check or money order* to Transcript slot in Registrar Office, Old Main 230.

You may request your official transcript to be mailed to any specified address or arrange for pick-up by you in our office. The fee is \$10.00 per copy. Or you may request your transcript faxed to you or another party. Faxed transcripts are considered *unofficial*. The fee is \$15.00 per faxed copy

Last Name	First Name	MI	Former Name(s)
Student Number (if you know it)	Social Security Number		Birth Date
Current Address	City	State	Zip
Phone	E-Mail		Today's Date

  

**SIGNATURE** below is required by Federal Law

Request will not be processed without signature and payment.

**Total Number of Official copies**  X \$10.00

Quantity  I will pick up transcript at the Registrar's Office available in two working days

Quantity  Mail transcript to:

**For additional addresses please tab to page two of this form.**

**One Unofficial Faxed Copy** X \$15

Fax Attention:

Fax Telephone:

**Transcripts checked send now will be sent within two business days.**

Check One:

Send Transcript Now

Send at end of current quarter

Send after degree is posted

If no selection is made, transcript will be sent now

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**Additional information WWU needs to know in order to process your request.**

**For Western's Use Only**

IB \_\_\_\_\_ PB \_\_\_\_\_

VB \_\_\_\_\_

Quantity

Mail transcript to:


Quantity

Mail transcript to:


Quantity

Mail transcript to:


Quantity

Mail transcript to:


Quantity

Mail transcript to:
