



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 \$11 & unofficial faxed copies are \$15.

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>

Please enclose check/money order payable to WWU. For your protection please do not send cash.											
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								
SIGNATURE below is required by Federal Law			Transcripts will be processed within two business days. Check One: Process Transcript Now Process at End of current quarter Process after Degree is posted If no selection is made, transcript will be processed now.								
<div style="border: 2px solid black; height: 40px; width: 100%;"></div> <p>Request will not be processed without signature and payment.</p>											
Number of Official copies		X \$11.00									
Quantity I will pick up transcript at the Registrar's Office; available in two working days											
Quantity Mail transcript to:											
<table border="1"> <tr> <td style="width: 100px;">Name:</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>			Name:								For Western's Use Only IB _____ PB _____ VB _____
Name:											
For additional addresses please complete back of this form.											
One Unofficial Faxed Copy		X \$15									
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