Transcript Request

7600 Flower Avenue Takoma Park, MD 20912-7796

FAX: 301-891-4121

Please Fill Out The Form Completely

- Transcripts will be processed within 3-5 business days.
- Rush Transcripts will be processed next business day. We do not give transcripts same day.
- To request an overnight transcript, select both Rush and Overnight (FedEx) options, fees for both will apply.
- You must have a financial balance of zero.
- Requests will **not** be processed without a signature.

\$25-\$30

Total:

Name on card:

\$25 -\$30

Overnight (FedEx)*

*one fee per address

- A transcript request must be received with payment or it will **not** be processed. We do **not** accept checks.
- Requests cannot be made by phone.
- Submit this form via fax (301-891-4121), scan & then email (transcripts@wau.edu), mail (above address) or at our front desk.

		Plea	ase PRINT all i	nformation	n clearly.		
Student Name:							
Address:	,						
-							
Daytime Phone: _							
E-mail:							
Year of last attend	lance at WAU: _						
Date of Request:							
			ed? Yes No				
Check one:	Pick up 🗌 Sei	nd to addre	ess(es) below:				
Address 1:				Address 2:			
Transcript Pa	yment: C	ash	Credit Card	_Money Orde			
Fuere enint Item		Cook	Credit card/	Coot	For Credit Card Use Only:		
Transcript Item	# of Items	Cash	Money order	Cost	Type of Card:		
Official Transcript		\$5	\$6		Card Number:		
Rush Transcript		\$10	\$11		Card Expiration Date (mm/yy):/		
Personal Copy		\$5	\$6				

FOR OFFICE USE ONLY:

Your transcript was sent on	
We cannot release your transcript for the following reason(s): Student account not clearStudent loan in arrearsOther:	
Comments:	

Perkins/NSL	Student Account	Financially Clear	Initial	Date
Balance Due	Balance Due			