Transcript Request

7600 Flower Avenue Takoma Park, MD 20912-7796 FAX: 301-891-4121

Transcripts will be sent within 3 to 5 working days. Each transcript costs \$5, payable in advance by cash, money order, or credit card. RUSH transcripts will be sent within one business day (Monday to Thursday). Each rush transcript costs \$10, payable in advance by cash, money order, or credit card. Payment MUST be made in the Accounting Office.

In accordance with federal regulations, records cannot be released without the written and signed consent of the student. Faxed requests with the student's signature are acceptable. The only exception to this regulation is if the request is to send the transcript to another school. Under that condition ONLY, an e-mail request (transcripts@wau.edu) will be honored. If the student wishes a third party to pick up the transcript, that person must have a signed request from the student and a photo ID as proof of identity before the transcript will be released.

A transcript will not be issued unless:

one fee per address

- all outstanding obligations to the university are cleared.
- any student loans you have are current.

Please PRINT all information clearly.										
Student Name:										
Name when attending Wa	AU:									
Date of Birth (Optional): _										
Address:										
Douting Phone:										
Daytime Phone: E-mail:										
Year of last attendance a	L WAU									
Signature: Date of Request:										
Hold until grades or grad			No							
	uation date are ente		NO							
Check one: Pick up Send to address(es) below: Address 1:			Address 2:							
Transcript Payme	ent: Cash	Credit Ca	ırdN	Money Order						
Transcript Item	# of Items	Cost per Item	Total		For Credit Cord Use Only					
Official Transcript		\$5			For Credit Card Use Only: Type of Card:					
Rush Transcript		\$10			Card Number:					
Personal Copy		\$5			Card Expiration Date (mm/yy):/					
Overnight (FedEx)*		\$25 - \$30			Name on card:					

Total Cost:

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:Other:	
Comments:	

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