



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.
- 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.

Please PRINT all information clearly.

Student Name: _____
 Name when attending WAU: _____
 SSN/ID: _____
 Date of Birth (Optional): _____
 Address: _____

 Daytime Phone: _____
 E-mail: _____
 Year of last attendance at WAU: _____
 Signature: _____
 Date of Request: _____
 Hold until grades or graduation date are entered? Yes No

Check one: Pick up Send to address(es) below:

Address 1: _____ Address 2: _____

Transcript Payment: ___ Cash ___ Credit Card ___ Money Order

Transcript Item	# of Items	Cash	Credit card/ Money order	Cost
Official Transcript		\$5	\$6	
Rush Transcript		\$10	\$11	
Unofficial Copy		\$5	\$6	
Overnight (FedEx)*		\$25-\$30	\$25-\$30	
*one fee per address			Total:	

For Credit Card Use Only:
 Type of Card: _____
 Card Number: _____
 Card Expiration Date (mm/yy): ____ / ____
 Name on card: _____

FOR OFFICE USE ONLY:

Your transcript was sent on _____.

We cannot release your transcript for the following reason(s):

_____ Student account not clear

_____ Student loan in arrears

_____ Other: _____

Comments: _____

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