



Transcript Request

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

- Requests will **not** be processed without a signature.
- We do **not** give transcripts same day.
- Transcripts will be processed within 3-5 business days.
- Rush Transcripts will be processed next business day.
- For overnight transcripts, 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 payment. We do **not** accept checks.
- Submit this form via fax (301-891-4121), email (transcripts@wau.edu), mail (above address) or at our front desk.

Fill Out Form Completely

Please Print All Information Clearly

Student Name: _____

Name when attending WAU: _____

Last four digits of SSN or WAU ID #: _____

Date of Birth: _____

Current Address: _____

Daytime Phone: _____ Evening Phone: _____

E-mail: _____

Year of last attendance at WAU: _____

Hold until grades are entered? (semester) _____ Hold until graduation date is conferred? (degree) _____

Check one: **Pick up** (Must present valid ID upon pick-up) **Send to address(es) below:**

Address 1: _____

Address 2: _____

Payment: Cash Credit Card Money Order

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

Credit Card Information:

Type of Card: _____

Card Number: _____

Card Expiration Date (mm/yy): ____ / ____

Name on card: _____

***International delivery time and fees may be more. FedEx does not deliver to PO Box. One fee per address.**

Signature: _____ Date of Request: _____

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			