



WASHINGTON ADVENTIST UNIVERSITY
Student Financial Services Office
7600 Flower Avenue, Takoma Park, MD 20912

E-Mail: finaid@wau.edu
Telephone: 301-891-4005
Fax: 301-891-4167

2019-2020 ENROLLMENT HISTORY/TRANSCRIPT REQUEST FORM

Name: _____ ID# _____

The U.S. Department of Education has determined that you have an "Unusual Enrollment" History. We are required to collect and review official transcripts from all of your previously attended institutions to determine your financial aid eligibility for future terms. To complete the process you must:

STEP 1: Submit official transcripts from ALL of your previously attended institutions to:

Washington Adventist University
Registrar's Office
7600 Flower Avenue
Takoma Park, MD 20912

☐ Check this box if all official transcripts have already been submitted to the WAU Registrar's Office.

STEP 2: List ALL previously attended institutions. You must indicate dates attended, if credit hours were earned or the reason you did not earn credit.

Name of School	Dates of Attendance (From/To)	Credits Earned (Y/N)	Reason for Unearned Credit *

***STEP 3:** You must provide a signed statement explaining why you failed to earn credit. **Third-party documentation that supports your extenuating circumstances is required.** Failure to provide the completed form with documentation will result in the suspension of your aid eligibility. After review, the Student Financial Services Office may request additional documentation.

Student Certification: I hereby certify that all information provided on this form is true, complete and correct to the best of my knowledge. I understand it is a federal crime to intentionally give false or misleading information and may be subject to a fine, imprisonment or both.

Signature: _____ Date: _____