



## TRANSCRIPT REQUEST

**Instructions:** Complete one form per transcript and submit to the Office of the Registrar. Transcript requests must be received by Tuesday at 9:00 AM to be sent out that week. Processing may take longer over holidays. Failure to provide complete information and signature may result in a processing delay.

**Effective July 1, 2012: Transcripts cost \$10/transcript.** For alumni, payment must be received before processing (see box below). Current students will have their student account billed. Transcripts will only be issued for students who are in good standing with the Business Office. You must clear any financial holds for transcripts to be processed.

Official transcripts are enclosed in signed, sealed envelopes. In keeping with the Family Education Rights and Privacy Act of 1974, transcripts are issued only upon written signed request or authorization of the student. For identification purposes, the student's social security number is printed on the transcript.

Full Name At Time of Attendance _____	
Street Address _____	
City, State, Zip _____	
Phone Number _____	
Email Address (Required) _____	

Date of Request \_\_\_\_\_

Wesley ID or SSN \_\_\_\_\_

Dates of Enrollment \_\_\_\_\_

Degree Program \_\_\_\_\_

Send Transcript to: _____	
<b>Full Address Required</b>	
<b>(Please make sure address fits on four lines. Do not add extra lines.)</b>	
_____	
_____	
<input type="checkbox"/> Check to PICK UP IN OFFICE	
Student Signature _____	Date _____

Check for Official Transcript	<input type="checkbox"/>
Check for Unofficial Transcript	<input type="checkbox"/>

Check for **RUSH** request (additional \$5.00 fee)

Check to Hold for Pending Grades

Semester: \_\_\_\_\_

<b>Method of payment :</b>	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check <input type="checkbox"/> Money Order
<input type="checkbox"/> Charge to Student Account	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
Account Number: _____	
Expiration Date (month / year): ____/____	
3-digit security code: _____	