Please mail, fax or hand carry your request to:
Office of the Registrar
Western Michigan University
1903 W. Michigan Avenue • Kalamazoo, MI 49008-5256
Telephone: (269) 387-4300 Fax: (269) 387-4170
Electronic and phone orders are not accepted.

**Note:** Each transcript will reflect ALL academic work completed at Western Michigan University. Transcripts printed on security paper cannot be duplicated or scanned. Please print legibly and complete all applicable information. Payment and student signature are both required at the time of ordering.

### 1. STUDENT INFORMATION

Western ID or SSN ____________________________ Birth date ____________ Attend prior to 1983?  □ Y  □ N  
Name ____________________________ ____________________________ ____________________________ ____________________________  
  First Name  Middle Initial  Last Name  Maiden  
Current mailing address ____________________________ ____________________________ ____________________________  
  Number and Street  City  State  Zip Code  
Daytime Telephone (___) ____________________________ E-mail address ____________________________

### 2. REQUEST DETAILS

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Transcripts</td>
<td>$5 ea</td>
<td></td>
</tr>
<tr>
<td>Unofficial Transcripts</td>
<td>$5 ea</td>
<td></td>
</tr>
<tr>
<td>Faxed (Rush) Transcripts</td>
<td>$10 ea</td>
<td></td>
</tr>
</tbody>
</table>

**Faxed (Rush) Transcript Option includes:**
1 unofficial - faxed  
1 official - mailed  
*Faxed transcripts can only be unofficial.*

- □ Pick up now  
- □ Send now  
- **Or hold until:** (optional)
  - □ Grades posted (or changed): Term_________ Year _________  
  - □ Degree posted: Term_________ Year _________

*Requestor is responsible for clear and complete mailing address:*
Institution/Company ____________________________  
Attn ____________________________  
Address ____________________________  
City_________ State ________ Zip Code_________  
Country ____________________________  

### 3. MAILING INSTRUCTIONS

- □ First Class Mail Standard mail, no additional charge  
- □ FedEx * Available in the US only. FedEx does not deliver to a PO Box.  

  *If you have selected FedEx service, you will be charged by WMU for the transcript(s) as well as by FedEx for the shipping fee. By your signature, you give WMU permission to give your credit card number to FedEx to be charged the appropriate shipping fee.*

### 4. PAYMENT INFORMATION

- □ Cash  
- □ Check  
- □ Credit Card  

  Please choose: □ Visa  □ MasterCard  □ Discover  

Amount Enclosed: $__________  
Name on credit card ____________________________  
Card number ____________________________  
Expiration Date ________/______  
Security Number ____________________________  
Authorized Signature ____________________________

### 5. STUDENT SIGNATURE

Student Signature: X  
Federal law requires the **student signature** of release for transcripts. Payment and student signature are both required at the time of ordering.  
Date: ____________

*Transcripts will not be issued for anyone with financial obligations to the University. Normal transcript processing time is 3 - 5 business days upon receipt of request.*