



WESTERN MICHIGAN UNIVERSITY  
Office of the Registrar

Please mail, fax, or deliver your request to:  
Office of the Registrar  
Western Michigan University  
1903 W. Michigan Avenue ♦ Kalamazoo, MI 49008-5256  
P: (269) 387-4300 ♦ F: (269) 387-3545

**Email and phone requests are not accepted.**

# Transcript Request Form

Note: Each transcript will reflect ALL academic work completed at Western Michigan University. Transcripts printed on security paper cannot be duplicated or scanned. Payment and student signature are required at the time of ordering.

## Section 1: Student Information (Please print legibly and complete all applicable information.)

|                   |  |      |  |               |  |                                 |   |
|-------------------|--|------|--|---------------|--|---------------------------------|---|
| Western ID or SSN |  |      |  | Date of Birth |  | Did you attend WMU before 1983? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| First Name        |  | M.I. |  | Last Name     |  |                                 |   |
|                   |  |      |  | Maiden Name   |  |                                 |   |
| Mailing Address   |  |      |  |               |  | Apt. #                          |   |
| City              |  |      |  | State         |  | Zip                             |   |
| Daytime Phone     |  |      |  | Email         |  |                                 |   |

## Section 2: Transcript Request Details

|   | Cost | How many? | Total Price | <b>Optional:</b> Please indicate if you would like your transcript held until final grades have been posted or degree has been awarded: |      |  |      |  |
|---|------|-----------|-------------|---|------|--|------|--|
| WMU Official Transcript(s)              | \$5  |           | \$          |   |      |  |      |  |
| Notarized Official Transcript(s)        | \$15 |           | \$          | Final Grades posted   | Term |  | Year |  |
| WMU Unofficial Transcript(s)            | \$5  |           | \$          | Degree awarded  | Term |  | Year |  |
| Bronson School of Nursing (before 1999) | \$5  |           | \$          |   |      |  |      |  |

## Section 3: Delivery Method

☐ Pick up now

Mail Service (choose one):

☐ First Class Mail Standard Mail, no additional charge

☐ FedEx\* Available in the US only. FedEx does not deliver to a PO Box. **See below for additional fee information.**

\*If you select FedEx service, you will be charged by WMU for the transcript(s) as well as a \$27 fee for standard overnight service with no Saturday delivery.

☐ Fax\*\* Faxed transcripts **can only be unofficial.** Available in the US only. Please complete the information to the right.

## Section 4: Delivery Instructions

**Requestor is responsible for clear and complete delivery instructions**

To \_\_\_\_\_

Attention \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_

Fax Number (include area code) \_\_\_\_\_

Attention \_\_\_\_\_

## Section 5: Payment Information

☐ Cash ☐ Check\* ☐ Money Order ☐ Credit Card

Please choose: ☐ Visa ☐ MasterCard ☐ Discover

Total amount enclosed: \$ \_\_\_\_\_

\*Please make checks payable to Western Michigan University.

Name on credit card \_\_\_\_\_

Card number \_\_\_\_\_

Expiration Date \_\_\_\_\_ / \_\_\_\_\_ Security Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_



## Section 6: Student Signature authorizing release of transcript(s)

- ♦ Transcripts will not be issued for anyone with financial obligations to the University.
- ♦ Payment and student signature are both required at the time of ordering.

**Student Signature: X**

**Federal law requires the student signature of release for transcripts.**

Date: \_\_\_\_\_

**Note:** Normal transcript processing time is 3 - 5 business days upon receipt of request.

## Registrar's Office Use Only

Amount Received: \$ \_\_\_\_\_

- ☐ Cash
- ☐ Check
- ☐ Money Order
- ☐ Credit Card