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.)

<table>
<thead>
<tr>
<th>Western ID or SSN</th>
<th>Date of Birth</th>
<th>Did you attend WMU before 1983?</th>
<th>First Name</th>
<th>M.I.</th>
<th>Last Name</th>
<th>Maiden Name</th>
<th>Mailing Address</th>
<th>Apt. #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Section 2: Transcript Request Details

<table>
<thead>
<tr>
<th></th>
<th>Cost</th>
<th>How many?</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMU Official Transcript(s)</td>
<td>$5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Notary Fee (Optional - For official transcripts only)</td>
<td>$10</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>WMU Unofficial Transcript(s)</td>
<td>$5</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Bronson School of Nursing (before 1999)</td>
<td>$5</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Optional: Please indicate if you would like your transcript held until final grades have been posted or degree has been awarded:

- Final Grades posted
- Term
- Year
- Degree awarded
- Term
- Year

Section 3: Delivery Method

- Pick up now
- Mail Service (choose one):
  - First Class Mail
  - FedEx*
  - Standard Mail, no additional charge
  - 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 information to FedEx to be charged the appropriate shipping fee.
- Fax**
  - Faxed transcripts can only be unofficial.
  - Available in the US only.
  - Please complete the information to the right.

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

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.