

## East-West University Transcript Request

- > Transcripts for all former and current students are issued upon receipt of a written request, signed by the student. E-mailed, faxed and phone-in requests will not be accepted.
- > All outstanding balances must be cleared before a transcript will be released. You are responsible for checking your account balance before submitting a request. You can do this by calling the Financial Aid Office at 312-939-0111.
- > Fees must be paid in full prior to processing. The University accepts cash, money order or cashier's check as payment of the fee. Personal checks and credit cards are not accepted. All transcript fees are non-refundable.
- > Transcript requests are processed in the order in which they are received. The normal processing time is 4 business days; however, during peak times and registration, routine processing may take longer.
- > All transcripts are sent through First Class Priority Mail. You may provide your own FedEx envelope w/ postage paid if rush delivery is needed. The Records Office is not responsible for the length of delivery times or lost/undeliverable mail; our fees are for guaranteed processing times only.
- > For all current and previously attending students, unofficial transcripts may be obtained directly from the Student Portal. Email records@eastwest.edu for more information.

### RECORDS OFFICE USE ONLY:

<b>Last Name</b>		<b>First Name</b>		<b>MI</b>	
Your transcript will be ready for pickup/mailed on: _____			Total Fee Paid: _____		Initial: _____

## East-West University Transcript Request Form

Records Office | 816 S. Michigan Avenue | Chicago, IL 60605 | 312-939-0111, ex. 1810

<b>5-digit Student ID# or Last 4 Digits of SS#</b>	<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>
<b>Date of Birth</b>	<b>Daytime Phone</b>	<b>Evening Phone</b>	<b>Maiden/Former Name</b>

### Transcript Request Options

Request Options (Select one):	Fee:	Qty	FINANCIAL AID OFFICE USE ONLY:	
Prepared for Same Day (15 min wait)	\$20.00		Total Fee Amount	\$
Fax Transcript (24 hrs)	\$20.00		Total Fee Paid	Y    N
Fax #:			FinAid Signature	Date
Prepared for Next Day (24 hrs)	\$10.00		RECORDS OFFICE USE ONLY:	
Prepared Within 5 Business Days	\$5.00		Date Sent:	
Hold for Final Grades	\$5.00			
Hold for Graduation Notation	\$5.00			

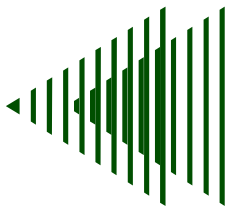
**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

DELIVERY OPTIONS:	
	Mail to address below
	Hold for pickup

East-West University  
816 S. Michigan Avenue  
Chicago, IL 60605

*Complete address must fit in the box below. Please write legibly as this box will appear in a window envelope.*

**Mail To:**

Write your name in this space if you wish to pick up your transcript.