



# Transcript Request Form

(one form per mailing address)

Mail or submit in person to:

Records and Registration

ATTN: TRANSCRIPTS

201 Sutton Hall Cheney, WA 99004

Phone: 509.359.4871

Student  
Contact  
Information

(incomplete  
forms will be  
returned)

Name: \_\_\_\_\_  
Last Name First Name Middle

Former Name(s): \_\_\_\_\_

Birth Date: \_\_\_\_\_ EWU ID# or SSN: \_\_\_\_\_

Street Address \_\_\_\_\_

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

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Note:** transcripts will be released only when all financial obligations to the university are met.

Date of request: \_\_\_\_\_

Years attended: from \_\_\_\_\_ to \_\_\_\_\_  
or ☐ currently registered.

Due to the Family Educational Rights and Privacy Act of 1974, student signature is required for release of transcripts.

**Send Transcripts:** mail now ☐ electronic ☐ pick up ☐

☐ Mail after my GRADES are posted. ☐ winter ☐ spring ☐ summer ☐ fall (year: \_\_\_\_\_)

☐ Mail after my DEGREE is posted. ☐ winter ☐ spring ☐ summer ☐ fall (year: \_\_\_\_\_)

☐ Mail after my GRADE CHANGE is posted.

(Include course prefix, title, section number, quarter and year completed.)

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**STUDENT SIGNATURE REQUIRED**

MAIL TO:

Official ☐ Number of Transcript(s) \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

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

## Standard Transcript Fees

☐ \$8.45 each official, regular service  
(electronic, picked up or mailed)

☐ \$16.96 each official, same day  
(electronic, picked up or mailed, request must be received by 12 p.m.)

☐ \$16.96 each unofficial, faxed-same day  
(no limit, request must be received by 12 p.m.)

Fax to: \_\_\_\_\_  
☐ \$0 unofficial  
(These unofficial transcripts are available only to students who attended prior to fall 1987 and are only released to the student. Picked up or mailed, no charge-limit one per quarter. All other students please access [eaglenet.ewu.edu](http://eaglenet.ewu.edu) for your unofficial transcript.)

## Optional Shipping Fees

Street address and phone number are required for express shipping. **No P.O. boxes.**

☐ \$9 domestic express shipping  
Next business day delivery.

☐ \$30 international express shipping

## e-Transcript Requests

EWU offers an official electronic transcript (e-Transcript). Please provide the email address of the recipient below. If you are requesting your transcript to be sent to another institution, please contact the receiving office at that institution for the appropriate email address.\*\* Once the transcript request has been processed, the recipient will receive an email containing a secure link to access the official transcript. For delivery confirmation, please enter your email address in the notification email box. You will receive two notifications: one when the transcript has been sent and another when the transcript has been viewed. Up to five (5) pdf forms may accompany your transcript using the e-Transcript option.

\*\*If you are sending your transcript to another institution of higher education which also uses the eScrip-Safe service, no email address is required.

Recipient name: \_\_\_\_\_

Recipient email: \_\_\_\_\_

Notification email: \_\_\_\_\_

## METHODS OF PAYMENT

**BY MAIL:** check or money order only, made out to Eastern Washington University.

**IN PERSON:** cash, check, money order or debit card with PIN.

Payment by credit card can only be made by ordering online via: your **EagleNET** account  
or [iwantmytranscript.com/ewu](http://iwantmytranscript.com/ewu)

Transcripts or records of other institutions, if needed, must be obtained from the other institution.