



# Transcript Request Form

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  
E-mail and phone orders are not accepted.

## 1. PERSONAL INFORMATION

WMU ID or SSN: \_\_\_\_\_ Birth date (mm/dd/yyyy): \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_

Name \_\_\_\_\_ Name attended under \_\_\_\_\_

First Middle Initial Last

Current mailing address \_\_\_\_\_

Number and street City State/Country Zip Code

Daytime Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Note: Each transcript will reflect ALL academic work completed at Western Michigan University**

## 2. ORDER DETAILS

### Regular processing: transcript mailed or picked up

- Official Transcripts \$5.00 each
- Unofficial Transcripts \$5.00 each
- RUSH processing: fax services**
- Unofficial Transcripts \$10.00 each   
(Official transcript will be mailed to same recipient)

### Mail service (choose one)

- First Class Mail No additional charge
- Express Mail A prepaid, express mail envelope from USPS must be provided by the student.
- FedEx \* Available in the USA only. FedEx does not deliver to a PO Box.

## 3. MAILING INSTRUCTIONS

- Send after **degree** is posted:  
 Spring  Summer I  Summer II  Fall Year
- Send after **grades** are posted (includes grade changes):  
 Spring  Summer I  Summer II  Fall Year
- Send Now

**Requestor is responsible for clear and complete mailing address:**

Company \_\_\_\_\_  
University/College \_\_\_\_\_  
Attn \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Fax \_\_\_\_\_ Attn \_\_\_\_\_

**Only unofficial transcripts can be faxed.**

## 4. STUDENT SIGNATURE

Student Signature:  X  \_\_\_\_\_ Date: \_\_\_\_\_

**Federal law requires the student signature of release for transcripts. All holds must be cleared before submitting a transcript request. Normal transcript processing time is 3 - 5 business days upon receipt of request.**


\* If you have selected FedEx service, you will be charged by WMU for the transcripts 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.

## 5. PAYMENT INFORMATION

Cash  Check  Credit Card Please circle: Visa MasterCard Discover

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

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

Expiration Date     Security Number 

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

Amount \$ \_\_\_\_\_

## OFFICE USE ONLY

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

- Cash
- Check
- Credit Card