

WADE COLLEGE

Transcript Request Form

To request official copy/copies of your transcript, please complete the following form. Official transcripts are \$5 each, payable by cash or money order. Do not leave any portion of this form blank. It will only delay the fulfillment of your request. Please be aware that your transcript cannot be released if you are in default or if you left the college owing a balance and that balance has not been paid in full.

Transcript requests generally take 7 to 10 business days to fulfill. Please note, emailed requests for transcripts, as well as emailed attachments, cannot be honored due to federal government privacy laws.

Your request must be in writing and mailed to:

Pick up** Mail

Wade College
Transcript Request
1950 N. Stemmons Frwy., Suite 4080 / LB #562
Dallas, TX 75207

****Note:** If you request to pick up your transcript, you will be notified via phone. DO NOT come to pick it up until you are called.

Please provide the following information so that your request may be processed:

Name while attending Wade College [last, first, middle]:

SSN Date of Birth [Month/Year] of Graduation or Dates of Attendance

Did you graduate? Yes No

Your current information:

Current Address E-mail

City State Zip Code Phone 1 Phone 2

Number of Transcripts Requested Amount Enclosed

Address where Transcript is to be mailed:

Institution

Attention

Address

City State Zip Code

Country

Signature

Current Date

