



Office of the Registrar

300 West Hawthorne Road
Spokane, WA 99251
509.777.3205 Fax 509.777.3296
E-mail registrar@whitworth.edu

Transcript Request

Financial obligations to the university must be cleared with the student accounts or loan office before transcript(s) will be released. At the beginning or end of a term, allow up to one week of processing time.

PERSONAL INFORMATION (Please type or print clearly.)

Name: _____ All former names: _____ / _____
Student ID# or SSN #: _____ Birthdate: _____
Address: _____ City: _____ State: _____ ZIP: _____
E-mail: _____ Phone: _____

Signature: _____ **DID YOU ATTEND BEFORE FALL OF 1991?** YES NO

REQUEST INFORMATION

Number of copies (**official**) _____ Number of copies (**unofficial**) _____
 \$ 5 regular mail/electronic delivery/pickup FREE - regular mail/pickup
 \$10 rush (processed same day if received by 11 a.m.) FREE - faxed
 \$15 priority mail (3-5 days) Fax #: _____
 \$28 overnight ****International prices may vary.**** Contact: _____

HOLD until final grades are posted for _____ term **HOLD** until degree is posted for _____

PROCESSING INSTRUCTIONS (Please type or print clearly.)

Please call or e-mail _____ to pick up when ready
 Send to: Institution/office: _____
Address: _____
City: _____ State: _____ ZIP: _____
 **E-mail to: Institution/office: _____
Name of recipient: _____
E-mail address: _____

**** It is required that you notify the recipient, prior to your request for a transcript, that your official transcript will be sent electronically through E-Scrip Safe.****

PAYMENT INFORMATION

or Card# _____ - _____ - _____ - _____ Exp. date: ____/____ 3-digit CVV code: _____

Cash: _____ Check: _____ Money order/cashier's check: _____

Payment by cash or credit card for a rush, priority or overnight request must be received before 11 a.m. for same-day processing.