



Enrollment Services, Unit of Student Records  
 711 Wiley Ave., Marshall, TX 75670  
**Transcript Request Form**  
*There is a \$10.00 fee per transcript.*

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

Mailing Address \_\_\_\_\_  
Street City State Zip

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_ ID# \_\_\_\_\_  
Month Date Year

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Reason for transcript request:  Transfer  Employment  Other \_\_\_\_\_  
 Self  Graduate School

Indicate date of graduation: \_\_\_\_\_

Please send \_\_\_\_\_ official transcript(s) of credit earned by me during my attendance at Wiley College.

- Hold for degree. (Your transcript will be mailed after the date of degree conferral is posted.)
- Hold for grades. (Your transcript will be mailed after all grades are posted for courses in which you are currently enrolled.)
- Hold for grade change. (Your transcript will be mailed after the Registrar's Office receives a change of grade and corrections have been made.)

***In order to comply with the Privacy Act of 1974, transcripts of credits will be supplied to all students and former students only when requested in writing. All financial obligations must be paid in full and loan notes current. The Unit of Student Records should be notified at least three days before the transcript is needed in order to obtain the necessary approvals before the transcript copy is made. During peak times, such as registration or graduation, or the beginning or ending of a semester, the process may be delayed.***

**FORM OF PAYMENT:** Payments by credit card may be made via phone by calling the Business Office at (903) 927-3207. Once the payment has been processed, the cashier will issue an approval code. The completed form may be faxed to (903) 923-8878.

- Cashiers Check/Money Order # \_\_\_\_\_
- Payment made in the Business Office (attach receipt)
- Payment made by phone Approval Code \_\_\_\_\_

**CHECK ONE**  STUDENT WILL PICK UP TRANSCRIPT  PLEASE MAIL TRANSCRIPT TO ADDRESS BELOW:

Name: Person/Organization \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Signature \_\_\_\_\_ Date \_\_\_\_\_