



WORCESTER  
STATE  
UNIVERSITY

\_\_\_\_\_  
(Last Name) (First) (MI)

\_\_\_\_\_  
(Street Address) (City) (State) (Zip)

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(Student ID# or Social Security#) \_\_\_\_\_

Number of TRANSCRIPTS requested is \_\_\_\_\_ @ \$5.00 each for a total of \$ \_\_\_\_\_

Number of RUSH\* TRANSCRIPTS requested is \_\_\_\_\_ @ \$10.00 each for a total of \$ \_\_\_\_\_

Maiden Name/Name under which enrolled at WSU if different: \_\_\_\_\_

Attended WSU: From: \_\_\_\_\_ To: \_\_\_\_\_

Level of Study at WSU: Undergraduate \_\_\_ Graduate \_\_\_

Transcripts consist of all undergraduate and graduate records. If you only want graduate, please note.

Degree(s) received (if applicable) \_\_\_\_\_

**Please hold my request until:**

- My current term grades are posted for \_\_\_\_\_ semester
- My degree or certificate is posted for \_\_\_\_\_ semester

**PLEASE READ VERY CAREFULLY**

1. Allow **5-7 working days** for processing your transcript request. Transcripts are processed by date received.
2. **NO TRANSCRIPT** will be released to or for any student with an outstanding financial obligation to Worcester State.
3. Transcripts are \$5.00. \*Rush transcripts are \$10.00.
4. You must use a separate form for each mailing address to which you are forwarding a transcript.
5. You may fax your request to 508-929-8196 with credit card information listed below. Faxed requests will not be processed any faster than mailed or in person requests. Fax only available during Registrar's Office working hours.
6. Transcripts picked up can only be released to requester, unless written permission for release is obtained from the requester.

**\*No RUSH Transcripts during Registration times.** RUSH transcripts are processed within 24 working hours Monday-Friday of receipt. Please note, RUSH transcripts are sent regular USPS mail. We are not responsible for mailing delays.

No Charge for transcripts sent within WSU community.

\_\_\_\_\_  
SIGNATURE OF STUDENT

Today's Date: \_\_\_\_\_

Mail transcript to: (Please print clearly and indicate specific office.) **OR** Pick up on: \_\_\_\_\_

MAIL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of Payment:  Cash  Check or Money Order, payable to WSU  Credit Card (for faxed requests only) Type: \_\_\_\_\_

CC#

Exp. Date: \_\_\_ \_\_\_ / \_\_\_ \_\_\_

Security Code:  (last 3 numbers on back of credit card by signature) Amount: \$ \_\_\_\_\_

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

Bursar's Office Initials \_\_\_\_\_  
Date: \_\_\_\_\_

Email (required for credit card receipt): \_\_\_\_\_

Copies: Mailer, Registrar, Student