



Please mail, fax, or deliver your request to:
 Office of the Registrar
 Western Michigan University
 1903 W. Michigan Avenue ♦ Kalamazoo, MI 49008-5256
 P: (269) 387-4300 ♦ F: (269) 387-3545

Transcript Request Form

Email and phone requests are not accepted.

Note: Each transcript will reflect ALL academic work completed at Western Michigan University. Transcripts printed on security paper cannot be duplicated or scanned. Payment and student signature are required at the time of ordering.

Section 1: Student Information (Please print legibly and complete all applicable information.)

Western ID or SSN				Date of Birth		Did you attend WMU before 1983?	<input type="checkbox"/> Y <input type="checkbox"/> N
First Name			M.I.	Last Name			
				Maiden Name			
Mailing Address						Apt. #	
City				State		Zip	
Daytime Phone				Email			

Section 2: Transcript Request Details

	Cost	How many?	Total Price	Optional: Please indicate if you would like your transcript held until final grades have been posted or degree has been awarded:			
WMU Official Transcript(s)	\$5		\$	Final Grades posted	Term	Year	
Notary Fee (Optional - For official transcripts only)	\$10		\$				
WMU Unofficial Transcript(s)	\$5		\$	Degree awarded	Term	Year	
Bronson School of Nursing (before 1999)	\$5		\$				

Section 3: Delivery Method

Pick up now

Mail Service (choose one):

First Class Mail Standard Mail, no additional charge

FedEx* Available in the US only. FedEx does not deliver to a PO Box. **See below for additional fee information.**

*If you select FedEx service, you will be charged by WMU for the transcript(s) as well as a \$27 fee for standard overnight service with no Saturday delivery.

Fax** Faxed transcripts **can only be unofficial.** Available in the US only. Please complete the information to the right.

Section 4: Delivery Instructions

Requestor is responsible for clear and complete delivery instructions

To _____

Attention _____

Address _____

City _____ State _____ Zip Code _____

Country _____

Fax Number (include area code) _____

Attention _____

Section 5: Payment Information

Cash Check* Money Order Credit Card

Please choose: Visa MasterCard Discover

Total amount enclosed: \$ _____

*Please make checks payable to Western Michigan University.

Name on credit card _____

Card number _____

Expiration Date _____ / _____ Security Number _____

Authorized Signature _____



Section 6: Student Signature authorizing release of transcript(s)

- ♦ Transcripts will not be issued for anyone with financial obligations to the University.
- ♦ Payment and student signature are both required at the time of ordering.

Student Signature: X _____

Federal law requires the student signature of release for transcripts.

Date: _____

Note: Normal transcript processing time is 3 - 5 business days upon receipt of request.

Registrar's Office Use Only

Amount Received: \$ _____

- Cash
- Check
- Money Order
- Credit Card