



WESTERN MICHIGAN UNIVERSITY  
Office of the Registrar

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  
**Email and phone requests are not accepted.**

# Transcript Request Form

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	<b>Optional:</b> 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