

## Transcript Request Form

### Student Information:

\_\_\_\_\_

Full Name

\_\_\_\_\_

Any other name(s) on record

\_\_\_\_\_

Street Address

\_\_\_\_\_

Student I.D. Number (WIN) or last 4 of social

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Date of birth

### Program Information:

\_\_\_\_\_

Program Attended

\_\_\_\_\_

Year Attended

Send transcript now, do not hold

Hold for final grades:

Fall

Spring

Summer

OPTIONAL: Send Accuplacer Scores - list institute/send to information below.

### Transcript Release Information: Up to 2 copies may be requested per form.

Official copy (fee must be paid and we can only send by mail) OR  
Unofficial copy (may be sent via fax/email or mail)

Official copy (fee must be paid and we can only send by mail) OR  
Unofficial copy (may be sent via fax/email or mail)

\_\_\_\_\_

Institution/Person

\_\_\_\_\_

Institution/Person

\_\_\_\_\_

Street Address

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

Fax or email address (for unofficial copies only)

\_\_\_\_\_

Fax or email address (for unofficial copies only)

### Processing Information: There is a \$5 fee for each official transcript request.

- Please note that by signing below, you are authorizing us to provide the person or institution named above with your school transcript, which will include portions of personally identifiable information. Including but not limited to date of birth and/or social security number.
- All financial obligations must be met before transcripts may be released.
- Faxed and emailed copies of transcripts are generally not considered official documents. Please check first with the receiving institution to determine their policy.
- Payments may be made by cash, check, money order, or credit card upon completion and submission of this form.
- **Please contact the Washburn Tech Cashier to make payments at 785.670.3363.**
- Please allow at least 2 business days for processing except during peak processing times, such as the beginning or end of a semester, at which time 7-10 business days will be needed.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, [eodirector@washburn.edu](mailto:eodirector@washburn.edu)

**For Office Use Only:** Date Received: \_\_\_\_\_ Payment Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_