

TRANSCRIPT REQUEST

You can use this form to obtain the required transcripts from the schools you have attended.

Be sure to check with the school(s) to find out the fee they charge for official transcripts, and include that fee when you send your request form to the Registrar's Office at each school. Contact the Registrar's Office (at some schools called the Records Office) by phone or through the school's website to obtain the amount of the fee and the proper address or FAX number (if the school approves this mode of request).

Make sure that you sign the request, as most schools require a signature in order to send the transcript.

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To: _____
(name of the school)

Please send an official transcript of my work dating from _____ to _____ to the address below:

Dr. Elma Lee Moore

School of Community Education
Wittenberg University
PO Box 720
Springfield, OH 45501-0720

Name _____ (Former Name) _____

Address _____

Social Security number or Student number _____

Phone (____) _____ Date of Birth _____

Graduated: No Yes Date _____ Degree _____

Check enclosed for \$ _____

*Credit Card Payment: \$ _____ Card Type _____ Expiration date: Mo. ___ Yr. ___

Card # _____ Cardholder name _____

Signature _____

Date _____

*Alternative: Some colleges will accept credit card payment by phone or e-mail after they have received a Request form. Obtain instructions from the college's Registrar's Office before you send the Request form.