

# 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
- or
- Mrs. Fetneh Ghavami (Organizational Leadership)

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.