Transcript Request Form

Please allow a minimum of four (4) business days for transcript processing. Cash or money order is the only form of payment accepted. All payments must be made in Billing and Receivables located at 200 Thompson Center, Monday through Friday between 8:30 am and 4 pm. Mail or bring your request to the address above. Transcript requests will not be processed if there is indebtedness to the University.

Student Name: ___________________________ Banner ID#: ___________________________

Daytime Phone: __________________________

<table>
<thead>
<tr>
<th>Attendance Dates</th>
<th>From:</th>
<th>To:</th>
<th>WSSU Graduate</th>
<th>Year Graduated:</th>
</tr>
</thead>
</table>

List other identifiable names, if applicable:

Payment
A $5.00 (non-refundable) fee is required for each copy. Only money orders will be accepted for mail order requests (Do not send cash). Only money orders or cash will be accepted for request made in person. Submission of payment is non-refundable.

A money-order is enclosed for: Number of copies _______ Total amount enclosed $ 5.00 x _____ = $_____________

Mail Transcript to: __________________________

(Address 1) __________________________

Mail Transcript to: __________________________

(Address 2) __________________________

Mail Transcript to: __________________________

(Address 3) __________________________

Transcript Availability (please check one)

Pick up □ Send now □ Send after: FINAL GRADES □ Send after: DEGREE AWARDED □

Student Signature __________________________ Date __________________________

For Office Use Only

Date Payment Received: __________________________ Date Transcript Mailed/Picked Up: __________________________