



OFFICIAL TRANSCRIPT ORDER FORM

Standard Transcript Order - \$5.00 for each copy - guaranteed to be issued within 10 business days

Rush Transcript Order - \$10.00 for each copy - guaranteed to be issued in 3 business days

Same Day Rush Transcript Order- \$30.00 for each copy – must be ordered by 12:00 pm\*

Unofficial transcripts are available online at www.wou.edu for all students who attended after fall 1987. If you attended WOU (WOSC or OCE) prior to fall term 1987 and wish to receive a free unofficial copy of your transcript, please initial here \_\_\_\_\_.

Please Print

WOU V# or SSN: \_\_\_\_\_ Approximate years of attendance: From \_\_\_\_\_ To \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Maiden / Former Names (list all): \_\_\_\_\_ Birth date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Street City State Zip Code

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature (required): \_\_\_\_\_

\_\_\_ Process My Transcript Now

HOLD MY TRANSCRIPT ORDER FOR: (Transcript will not be printed until the conclusion of the current academic term.)

\_\_\_ Current term grades: Fall\_\_\_ Winter\_\_\_ Spring\_\_\_ Summer \_\_\_ \_\_\_ Recording of licensure/endorsement
\_\_\_ Recording of degree: \_\_\_ Grade change for: \_\_\_/\_\_\_
Bachelors\_\_\_ Master \_\_\_ course/prefix

\_\_\_ Do not mail my transcripts. I will pick them up in the Registrar's Office.

\_\_\_ Mail my transcripts to the address (es) below:

1) Send \_\_\_ copies to the following full name address below:
2) Send \_\_\_ copies to the following full name address below:
\_\_\_ Copies @ \$5.00 per copy Standard Order
\_\_\_ Copies @ \$10.00 per copy Rush Order
\_\_\_ Copies @ \$30.00 Same Day Rush Order\*

\*must be ordered by 12:00 pm

\_\_\_ I've included a check/money order.

\_\_\_ I've made an electronic payment of \$\_\_\_\_\_ through the WOU Family and Friends form at
enter amount paid

http://www2.wou.edu:7777/pls/wou2/echeck.fnf.fnfstart

FOR OFFICAL USE ONLY

A/R HOLDS \_\_\_\_\_ NDSL HOLD \_\_\_\_\_ CHG \_\_\_\_\_ ENT BY \_\_\_\_\_ DATE \_\_\_\_\_