



## OFFICIAL TRANSCRIPT ORDER FORM

**Standard Transcript Order:** \$5 for each copy - guaranteed to be issued within 10 business days

**Rush Transcript Order:** \$10 for each copy - guaranteed to be issued in three business days

**\*Same Day Rush Transcript Order:** \$30 for each copy (Must be ordered before **noon**.)

Unofficial transcripts are available online at [www.wou.edu](http://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

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

**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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copies @ \$5.00 per copy Standard Order

Copies @ \$10.00 per copy Rush Order

Copies @ \$30.00 Same Day Rush Order\*

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 before noon**

I've included a check/money order.

I've made an electronic payment of \$ \_\_\_\_\_ (enter amount paid) through the WOU Family and Friends form at: <http://www2.wou.edu:7777/pls/wou2/echeck.fnf.fnfstart>

**FOR OFFICIAL USE ONLY**

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

Fax this form to 503-838-9696 or mail to 345 Monmouth Ave. N. Monmouth Oregon 97361

Office of the Registrar

345 Monmouth Ave. N. · Monmouth, Oregon 97361 · 503-838-8327 · Fax: 503-838-9696 · [www.wou.edu](http://www.wou.edu)