

# Transcript Request Form

**Please read carefully.** Fill out completely, sign, and return to our office. Allow 2-3 business days for processing. **NOTE: Transcripts cannot be issued if requestor has an unpaid account with OKWU or if student loan payments are not current.**

DATE: \_\_\_ / \_\_\_ / \_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_ Last term of attendance: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Middle Name Former Name(s)

\_\_\_\_\_  
Street Address Degree earned (if applicable) i.e. AA, BA, BS, MBA

\_\_\_\_\_  
City State Zip Code Phone #

Reason for request:  Scholarship  Insurance  Transferring  Grad School  Other: \_\_\_\_\_

Number of transcripts being requested: \_\_\_\_\_ Email: \_\_\_\_\_

Process NOW  Process at the end of the term after all grades have been posted and/or degree has been conferred

***Degrees are conferred in May, August and December, regardless of the last date of the cohort or class.***

Mail to self at address above  Mail to address below  Hold for pick-up  Fax to: \_\_\_\_\_

To expedite delivery, include the name of the office or "to the attention of" the person receiving the transcript:

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

\_\_\_\_\_  
*Student Signature (required)* \_\_\_\_\_ / \_\_\_ / \_\_\_  
*Date*

Only currently enrolled students have access to online unofficial transcripts. If you are not currently enrolled, you must request an official copy to have access to your transcript.

\$5.00 per transcript  \$10.00 if transcript is sent by fax (faxed transcripts are not official transcripts)

AMOUNT DUE: \_\_\_\_\_ \*Payment options:  Cash  Check (made out to OKWU)  Credit Card

AMOUNT Received: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_ Received by: \_\_\_\_\_

Credit card #: \_\_\_\_\_  Visa  MasterCard  Discover

Name on card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## FOR OFFICE USE ONLY:

Registrar's Office

SCT  VAX  Microfilm Initials: \_\_\_\_\_ Date logged: \_\_\_\_\_

Financial Aid

Clear  Not Clear FA Initials: \_\_\_\_\_ Notes: \_\_\_\_\_

Student Accounts

Clear  Not Clear SA Initials: \_\_\_\_\_ Notes: \_\_\_\_\_

Registrar's Office

Date printed: \_\_\_\_\_ Initials: \_\_\_\_\_