

By signing below, I understand that a transcript will not be released for any student who has an obligation to the University and transcripts released directly to a current or former student are marked "Issued to Student." Instructions and Notes can be found on page 2.

Signature of Student					Date			
Student I	nformation:							
myWSU ID or SSN Date of Birth			ate of Birth	Contact Phone Number				
Name:	First	irst Middle Mai			Last			
Email Add	dress							
Send my	Students are transcript to the fo	e responsible for correct bllowing address:	address; transcript	is addressed a	as written	below.		
Name of S	School, Company, c	r Individual						
Attention/I	Department							
Mailing A	ddress							
City		State		Zip Code	Country			
Are you currently enrolled? Yes No, I was last enrolled in 				 Begin processing request Hold for Grades: Fall Spring Summer Hold for Degree to appear on transcript 				
Other inst	ructions: (Attachmen	nts, Graduate/Undergradu	ate only, etc.)					
Transcrip	ot fee is \$12.00 per	transcript (includes US	SPS First Class Mail)				
Number of transcript(s) requested			_@ \$12.00 = \$		BRTN	or Offic \$	e Use Only Transcript	
Additiona	l Mailing Services	: All charges are in add	lition to the \$12.00 j	fee	BRT2 BREM	\$ \$ \$	Addt'l Trans PriorityMail	
\$12.00 –	- USPS Priority Ma	il			BREP BREF	\$ \$	US Fed Ex Int'l Fed Ex	
\$20.00 – Overnight (US): Recipient's Phone#								
\$60.00 – <i>Int'l Fed Ex</i> : Recipient's Phone #								
Total Payr	nent Due:				□ Picke	:d-Up		

Ordering a Transcript

Instructions and Notes

A transcript is a certified copy of a student's permanent academic record. It contains confidential information and cannot be released without the student's signed, specific request. All information must be provided and the appropriate fees must be included.

All transcript requests must be accompanied by a readable copy of the student's government-issued photo identification such as a driver's license, passport or WSU ID. Requests will not be processed without this ID.

A person receiving a transcript in-person must have identification. Transcripts will only be released to the student or to an individual who has written permission from the student. Transcripts released to the student are stamped "Issued to Student." Some institutions will not accept such transcripts.

Transcripts are **withheld**, with limited exceptions consistent with state and federal laws, for any student who owes the university money, property, or documents. Transcripts sent to WSU from high schools or other colleges cannot be duplicated. You must contact those institutions directly for transcripts.

<u>Transcript Fees</u>

Each transcript generated requires a \$12 fee; additional mailing services are added to the \$12 transcript fee; see details below.

Free Transcripts - Free transcripts will be sent by USPS First Class Mail or can be picked up at 117 Jardine Hall. These transcripts cannot be ordered through our online ordering system. Please submit this form to transcripts.out@wichita.edu or via fax at 316-978-3795 or in person at Jardine Hall 117. There is a limit of five free transcripts in each of the below circumstances:

- 1. Currently enrolled undergraduate seniors sending a transcript directly to a graduate school, law school, medical school or certifying agency like AMCAS.
- 2. Undergraduate seniors and graduate students in their final semester who have submitted an Application for Degree if the student waits until their degree has been posted to their academic record. Be sure to mark "hold for degree" on the transcript request form. These requests must be submitted by:

If you graduate in the Fall, requests must be submitted by April 15th.

If you graduate in the Spring, requests must be submitted by September15th.

If you graduate in the Summer, requests must be submitted by November 15th.

Current enrollment for a semester/term starts the first day of classes for that semester/term, and extends until classes begin for the next semester/term.

Costs and Details for Transcript Services

Transcript Fee:

\$12 each

Transcripts are sent via First Class Mail the same day the request is received, if received before 2 PM CST. Requests received after 2 PM CST will be processed no later than the next business day.

Additional Mailing Services – the fees below are in addition to the transcript fee.

Priority Mail\$12 per address(only available within the USA, 2-3 days mail time; includes tracking)\$20 per addressFedEx, no P.O. boxes\$20 per address(within the USA, delivered next business day; includes tracking)\$60 per addressFedEx outside the USA\$60 per address(outside the USA, delivery times vary; includes tracking in some locations)

If a student orders a transcript before the end of a semester in which they are enrolled, they should indicate whether or not they want the request held until their grades for that term have been posted to their record.

If graduating, the student should indicate if the transcript should be held until the degree statement has been posted.

For more information visit Wichita.edu/transcripts