



The freshman/sophomore UW campuses

The Family Rights and Privacy Act of 1974 requires the student's signature. By signing this request, I authorize UW Colleges to release my transcript to the Recipient(s) listed on this form.

Part I - Student Information PLEASE PRINT CLEARLY

UW Colleges Student ID Number (Required)/Social Security Number (Optional)

Current Street Address

Last Name

City

State

Zip

First Name

Middle Initial

( )

Phone Number

Birth Date (Optional)

Name While Enrolled / Former Name (s)

Email Address

Campus Attended

Dates of Attendance

Part II - Delivery Information

Please note if mailing address is outside of the U.S.A. transcripts will be sent Air Mail and not UPS; rates may vary upon destination.

Department/Attention

Fax Number (if faxed transcript(s) are desired - each transcript is \$6.00)

Name of Agency / Institution

City

State

Zip

Street Address (UPS will not deliver to a P O Box)

Country

Number of Copies to this address

Input box for number of copies

Submit a separate form for each additional address

Option(s) - check all that apply

- Mail as soon as possible
Mail UPS (Add an additional charge of \$15.00 to the \$6.00 fee)
Hold until term grades are released - Please select one: Fall Winterim Spring Summer
Hold until degree is posted

- Transcript fee is \$6.00 per transcript
UPS delivery requests received after 2:30 PM (CST) will be processed on the next business day.
Please allow 3 business days for your transcript to be sent from our office.

PART III - Payment Method - Please choose one: Cash Check Credit Card

Credit Card Number Type of Credit Card
VISA MC DISCOVER

Amount \$
(\$6.00 per transcript - if UPS service is requested add \$15.00 per address)

Name on Credit Card

Expiration Date

Part IV - Signature

Date

(Transcript(s) will not be processed without student's signature)

Important Information:

Transcript will NOT be processed for the following reasons:

- Business Office / Financial Aid Holds (No transcripts are issued until Holds are cleared)
No Signature (No transcript requests are processed without student's signature)
Incomplete, illegible, or unclear information on transcript request form

Transcripts mailed to students will be validated and sealed; please note that once the validated envelope is opened it is no longer considered official.

For Office of Registrar Use Only

Credit Card Approval Number
Date Mailed
Total Dollar Amount Received

Date of Approval
Date Issued to Student

Please Return this Completed Form to: UW Colleges Transcripts

780 Regent St., Ste 130
Madison, WI 53715-2635
Scan Signed form and Email to: transcripts@uwc.edu

Phone: (608) 262-9652
Fax: (608) 265-9473
(Black ink required on faxed forms)