



WAYNESBURG UNIVERSITY

Office of the Registrar Transcript Request

Please fill out a separate request for each address to which you are sending transcripts.

Transcripts are provided by the Office of the Registrar and are issued only upon the written request of the student. **No transcripts will be issued if the student has an outstanding debt at the University.** All grades, academic suspension actions, degrees received, and degree honors are included on the transcript.

Official transcripts are usually mailed directly to educational institutions, employers, etc. A student may obtain an official transcript for his or her personal use. Each transcript must include the student's complete record at Waynesburg University.

ID: or Social Security Number:

Last Name while attending: _____ Birth Date (MO/DY): -

Current Name (Last, First, MI): _____

Dates of Attendance (MO/YEAR): - to -

Daytime Telephone: -- Number of Transcripts: _____

Status: <input type="checkbox"/> Attending <input type="checkbox"/> Graduate <input type="checkbox"/> Former	When do you want transcript(s) processed? <input type="checkbox"/> Immediately <input type="checkbox"/> Hold for Final Grades <input type="checkbox"/> Hold for Degree Conferral
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Print plainly the name, title, and address of the person and/or institution to whom you wish this transcript mailed.

Signature (required): _____ **Date:** _____

Reason for sending transcript: Transferring Employment Certification Graduate School Personal Licensure