



# 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:**

- Attending
- Graduate
- Former

**When do you want transcript(s) processed?**

- Immediately
- Hold for Final Grades
- Hold for Degree Conferral

**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